



# Tulsa Honor Academy

## August 2025 Board Meeting

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### Date and Time

Tuesday August 19, 2025 at 5:00 PM CDT

### Location

THA's Sheridan Campus: 1421 S. Sheridan Rd. Tulsa, OK 74112

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Public comments submitted in accordance to our public comments policy will be read prior to the relevant agenda item.

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:00 PM</b>
<b>A.</b> Roll Call		Anna Montgomery	1 m
<b>B.</b> Call the Meeting to Order		Anna Montgomery	1 m
<b>II. Consent Agenda</b>			<b>5:02 PM</b>
<b>A.</b> Consent Agenda: Items B-P	Vote	Anna Montgomery	1 m
<b>B.</b> July Board Meeting Minutes	Approve Minutes		

	Purpose	Presenter	Time
	The meeting's board agenda ensures proper meeting conduct by outlining all matters to be considered by the public body.		
<b>C.</b>	July 2025 Financial Report		
	This report represents our finances for the month of July 2025 as prepared by Oklahoma Consulting & Accounting Services, LLC.		
<b>D.</b>	Routine Staffing		
	Routine personnel actions implement the various talent strategies and priorities authorized by THA's Board of Directors. All salaries are listed as the prorated total based on start date.		
<b>E.</b>	June 2025 Financial Report		
	This report represents our finances for the month of June 2025 as prepared by Oklahoma Consulting & Accounting Services, LLC.		
<b>F.</b>	2025-2026 Activity Fund Subaccounts		
	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 subaccount can be expended.		
<b>G.</b>	2025-2026 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 subaccount can be expended.		
<b>H.</b>	2025-2026 Board Appointees		
	Annually, the board approves these appointees to execute key functions of the school.		
<b>I.</b>	H&E Landscaping Contract for Former Jones Facility		
	This contract includes all grounds services and upkeep for the former Jones Elementary property for the 2025-2026 school year.		
<b>J.</b>	OU NCDE Training Collaboration Agreement		

	Purpose	Presenter	Time	
	This agreement includes on-site Transition Services which are required by IDEA and provided free of cost by the University of Oklahoma, helping scholars with disabilities prepare for life post-graduation.			
K.	Edgewood Partners Insurance Center (EPIC) Appointment			
	This letter appoints EPIC as THA's new insurance broker, effective immediately.			
L.	Oklahoma Association of Student Council Membership			
	This contract includes membership to OASC for the 25-26 school year.			
M.	7Gen Coaching for Chief of Staff			
	Shawna Wells with 7Gen Coaching will provide the Chief of Staff executive coaching in the months leading up to, during, and after serving as Acting CEO.			
N.	Recognition of Days to Hours Calculation			
	Per HB 1087, schools are required to acknowledge that they meet or exceed the state's updated days to hours calendar (1,086 hours).			
O.	Revised Board Policies: Administering Medication to Scholars Policy, Scholar Code of Conduct, Employee Harrassment Policy, FERPA Policy, Days to Hours Policy			
	Annually, THA reviews Board Policies to align with recently passed or updated legislation.			
P.	Estimate of Needs			
	Annually, the board approves the estimate of needs, which sets our total appropriations for the fiscal year. THA's operational budget cannot exceed the appropriations listed, which is 17,614,454.42, based on our estimated revenues from our budget as well as state and federal appropriations.			
III.	Information Agenda		5:03 PM	
A.	August CEO Report	Discuss	Elsie Urueta Pollock	15 m
B.	THA Familia Spotlight: Wildly Important Priority	Discuss	Alison Moore	15 m
C.	Facility Update		Elsie Urueta Pollock	5 m

	Purpose	Presenter	Time
<b>D. THA Board Committee Reports</b>	Discuss		10 m
<ul style="list-style-type: none"> <li>• Executive Committee</li> <li>• Governance Committee</li> <li>• Academic Achievement Committee</li> <li>• Finance Committee</li> </ul>			
<b>E. Activity Fund Report</b>	Discuss	Elsie Urueta Pollock	2 m
<b>IV. Action Agenda</b>			<b>5:50 PM</b>
<b>A.</b> Tulsa Honor Academy, Inc., as sole member and with authority to act as the director of the business affairs of THA Facilities, LLC, considers the approval of THA Facilities, LLC to enter into a pre-construction agreement with MTC Tulsa LLC for the Jones Elementary facility project.  This contract includes pre-construction consultation services for the former Jones Elementary facility project.			5 m
<b>B.</b> New & Modified General Fund, Gift Fund, and Insurance Fund Encumbrances  New encumbrances and encumbrance changes reflect obligations of district funds issued in accordance with §70-5-135.	Vote	Alison Moore	5 m
<b>V. New Business</b>			
<b>VI. Closing Items</b>			<b>6:00 PM</b>
<b>A.</b> Adjourn Meeting	Vote	Anna Montgomery	1 m

# Coversheet

## July Board Meeting Minutes

<b>Section:</b>	II. Consent Agenda
<b>Item:</b>	B. July Board Meeting Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for July 2025 Board Meeting on July 15, 2025

DRAFT



# Tulsa Honor Academy

## Minutes

### July 2025 Board Meeting

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#### Date and Time

Tuesday July 15, 2025 at 5:00 PM

#### Location

THA's Sheridan Campus: 1421 S. Sheridan Rd. Tulsa, OK 74112

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Public comments submitted in accordance to our public comments policy will be read prior to the relevant agenda item.

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#### Directors Present

Ana Ponce, Anna Montgomery, Eric Danklefsen, Jimmy Rodriguez, Mikeal Vaughn

#### Directors Absent

Ivan Godinez-Reyes, Lorena Rivas, Samantha Aponte-Atkins

#### Guests Present

Madison Dominguez

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### I. Opening Items

#### A. Roll Call

#### B. Call the Meeting to Order

Anna Montgomery called a meeting of the board of directors of Tulsa Honor Academy to order on Tuesday Jul 15, 2025 at 5:05 PM.

## II. Consent Agenda

### A. Consent Agenda: Items B-P

Jimmy Rodriguez made a motion to approve the consent agenda items B-P.

Eric Danklefsen seconded the motion.

The board **VOTED** to approve the motion.

### B. June Board Meeting Minutes

Jimmy Rodriguez made a motion to approve the minutes from June 2025 Board Meeting on 06-17-25.

Eric Danklefsen seconded the motion.

The board **VOTED** to approve the motion.

### C. Routine staffing

### D. Approval of NHFS Learn Terms & Conditions

### E. Approval of Alison: Empower Yourself Terms & Conditions

### F. Approval of Tulsa Public Schools Lease for Bell Primary for 2025-2026

### G. Approval of Tulsa Honor Academy, Inc., as sole member and with authority to act as the director of the business affairs of THA Facilities, LLC, considers the approval of THA Facilities, LLC to enter into a pre-construction agreement with Atlas Land Survey for the Jones Elementary facility project.

### H. Approval of EdFuel Non-Disclosure Agreement

### I. Approval of All American Contract for Lakewood Campus

### J. Approval of SmartPass Contract for THA High School

### K. Tulsa Honor Academy, Inc., as sole member and with authority to act as the director of the business affairs of THA Facilities, LLC, considers the approval of THA Facilities, LLC to enter into a pre-construction agreement with GPRS for the Jones Elementary facility project.

### L. Approval of Amended BravenX MOU for 2025-2026

### M. Tulsa Honor Academy, Inc., as sole member and with authority to act as the director of the business affairs of THA Facilities, LLC, considers the approval of

**THA Facilities, LLC to enter into a contract with Starr Specialty Lines Insurance Agency LLC for the Jones Elementary facility project.**

**N. Approval of American Waste Contract for Lakewood Campus**

**O. Approval of American Air Conditioning of Tulsa Contract for Sheridan Campus**

**III. Information Agenda**

**A. July CEO Report**

THA's Founder and CEO, Elsie Urueta Pollock, provided the CEO report.

**B. Review of Academic Data: MAP and ACT Results**

THA's CEO, Elsie Urueta Pollock, and CAO, Kate Freudenheim, shared THA's end of year MAP and ACT data.

**C. THA Board Committee Reports**

THA's Board of Directors and Staff provided committee reports.

**D. Activity Fund Report**

THA's CEO, Elsie Urueta Pollock, provided this month's Activity Fund Report.

**IV. Action Agenda**

**A. Approval of Wired Scholar Chromebook Quote for 2025-2026**

Jimmy Rodriguez made a motion to approve the Wired Scholar Chromebook Quote for 2025-2026.

Eric Danklefsen seconded the motion.

The board **VOTED** to approve the motion.

**B. Tulsa Honor Academy, Inc., as sole member and with authority to act as the director of the business affairs of THA Facilities, LLC, considers the approval of THA Facilities, LLC to enter into a contract with GH2 for the Jones Elementary facility project.**

Eric Danklefsen made a motion to approval of Tulsa Honor Academy, Inc., as sole member and with authority to act as the director of the business affairs of THA Facilities, LLC, considers the approval of THA Facilities, LLC to enter into a contract with GH2 for the Jones Elementary facility project.

Ana Ponce seconded the motion.

The board **VOTED** to approve the motion.

**C.**



**Tulsa Honor Academy, Inc., as sole member and with authority to act as the director of the business affairs of THA Facilities, LLC, considers the approval of THA Facilities, LLC assignment and assumption of the purchasing contract for the Jones Elementary facility project.**

Mikeal Vaughn made a motion to approve Tulsa Honor Academy, Inc., as sole member and with authority to act as the director of the business affairs of THA Facilities, LLC, considers the approval of THA Facilities, LLC assignment and assumption of the purchasing contract for the Jones Elementary facility project.

Jimmy Rodriguez seconded the motion.

The board **VOTED** to approve the motion.

**D. New & Modified General Fund, Gift Fund, and Insurance Fund Encumbrances**

Ana Ponce made a motion to approve the New & Modified General Fund, Gift Fund, and Insurance Fund Encumbrances with the addition of up to \$50,000 in closing costs for the Jones Facility.

Mikeal Vaughn seconded the motion.

The board **VOTED** to approve the motion.

**V. New Business**

**A. The Opportunity Project: Tulsa EnrichED Data Share Agreement and TIDEL Program Integration**

Eric Danklefsen made a motion to The Opportunity Project: Tulsa EnrichED Data Share Agreement and TIDEL Program Integration.

Jimmy Rodriguez seconded the motion.

[Link to Contract Cover Sheet and Contract](#)

The board **VOTED** to approve the motion.

**VI. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:21 PM.

Respectfully Submitted,

Anna Montgomery

# Coversheet

## July 2025 Financial Report

<b>Section:</b>	II. Consent Agenda
<b>Item:</b>	C. July 2025 Financial Report
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	THA July 2025 Financial Report 8.15.25.pdf

**TULSA HONOR ACADEMY**  
**MONTHLY FINANCIAL REPORT**  
July 31, 2025 and Year to Date

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

JACK JENKINS, CPA  
MICHAEL KEMPER, CPA

August 15, 2025

Honorable Board of Trustees  
Tulsa Honor Academy  
Tulsa, Oklahoma

I have compiled the accompanying statement of assets, liabilities, and net assets – modified cash basis for the Tulsa Honor Academy as of July 31, 2025 and the related statements of revenues and expenses – cash basis for the one (1) month then ended for the General, Building, and Gifts Funds. Prior year's comparative revenue and expense information and current year budgetary information are included in the related statements of revenue and expenses, as well as items listed in the table of contents under the heading supplemental information, which are presented only for analysis purposes. My 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. I 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, I 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.*

Jack H. Jenkins  
Certified Public Accountant

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**TULSA HONOR ACADEMY**  
**STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS - CASH BASIS**  
**JULY 31, 2025**

	<u>General</u>	<u>Building</u>	<u>Gifts</u>	<u>Lease</u>	<u>Activity</u>	<u>General Long-Term Debt</u>	<u>Totals</u>
<b>Assets</b>							
Cash	\$ 4,755,756.83	1,017,559.43	1,865,313.10	86,284.41	17,059.74		7,741,973.51
Investments							
Amounts to be provided for retirement of general long-term debt						10,277,710.00	
Total Assets	<u>4,755,756.83</u>	<u>1,017,559.43</u>	<u>1,865,313.10</u>	<u>86,284.41</u>	<u>17,059.74</u>	<u>10,277,710.00</u>	<u>7,741,973.51</u>
<b>Liabilities</b>							
O/S Payments	222,498.62	350.25	2,593.28	20,334.72	1,106.26		246,883.13
Reserves	18,336.01	3,834.75	6,647.12				28,817.88
Long-Term Debt - Capital Lease						10,277,710.00	
Total Liabilities	<u>240,834.63</u>	<u>4,185.00</u>	<u>9,240.40</u>	<u>20,334.72</u>	<u>1,106.26</u>	<u>10,277,710.00</u>	<u>275,701.01</u>
Restricted for Construction				65,949.69			
Unrestricted Net Assets	<u>4,514,922.20</u>	<u>1,013,374.43</u>	<u>1,856,072.70</u>	<u>-</u>			<u>7,466,272.50</u>
Net Assets 06/30/2025	<u>\$ 4,923,563.51</u>	<u>1,513,724.68</u>	<u>2,223,322.47</u>	<u>70,452.69</u>			<u>8,731,063.35</u>

SEE ACCOUNTANT'S COMPILATION REPORT

-1-

**TULSA HONOR ACADEMY**  
**STATEMENT OF REVENUE, EXPENDITURES AND NET ASSETS-CASH BASIS**  
**JULY 31, 2025**

<b>General Fund</b>	<b>Source</b>	<b>2024-25</b>	<b>2024-25</b>	<b>% of YTD</b>	<b>2025-26</b>	<b>2025-26</b>	<b>% of YTD</b>
<b>Revenue</b>	<b>Code</b>	<b>Actual</b>	<b>As of 7/31/24</b>	<b>to Actual</b>	<b>Budgeted</b>	<b>As of 7/31/25</b>	<b>to Budg.</b>
<b>LOCAL SOURCES</b>							
Interest	1310	\$ 84,649.35	7,967.74	9.4%		6,798.26	N/A
Reimbursements	1500	156,761.11	151,182.80	96.4%	180,000.00		0.0%
Other Local Sources of Revenue	1600	165,698.29	35,921.10	21.7%	711,250.00	28,346.37	4.0%
Child Nutrition - Local (or 5150)	1700	8,815.92	1,155.83	13.1%	10,000.00		0.0%
Non-revenue Receipts	5000	32,717.50	200.00	0.6%			N/A
<b>STATE SOURCES</b>							
Foundation & Salary Incentive Aid	3210	9,518,008.86		0.0%	8,834,101.00		0.0%
Flexible Benefits Reimb.	3250	812,703.68		0.0%	913,532.00		0.0%
Purchase of Textbooks	3420	78,794.22		0.0%	81,428.00		0.0%
Redbud Act Funds	3435			N/A			N/A
School Resource Officer Grant	3436	176,108.08	260.91	0.1%			N/A
Maternity Leave	3437	37,006.87		0.0%			N/A
Advanced Placement	3470			N/A			N/A
Ace Technology	3690	7,902.93		0.0%			N/A
Child Nutrition - State	3700	7,322.22		0.0%			N/A
<b>FEDERAL SOURCES</b>							
Title I (Proj. 511&515)	4210	410,175.54		0.0%	696,116.50	171,149.50	24.6%
Title II, Part A (541)	4271	174,036.61		0.0%	79,292.00		0.0%
Title III	4281	57,269.58	58.73		63,416.49	7,643.49	
Special Education Programs	4300	172,900.33		0.0%	276,073.19	56,842.19	20.6%
Title IV, Part A	4442	59,760.51		0.0%	34,776.00		0.0%
ARP ESSER III	4689	214,418.93		0.0%			N/A
Miscellaneous Federal	4689			N/A	104,363.82		0.0%
Child Nutrition - Federal	4700	835,241.76	78,951.49	9.5%	650,000.00		0.0%
<b>Total Revenue</b>		<b>13,010,292.29</b>	<b>275,698.60</b>	<b>2.1%</b>	<b>12,634,349.00</b>	<b>270,779.81</b>	<b>2.1%</b>
<b>Lapsed Appr/Estopped Warr.</b>	6130/40	29,291.87					
<b>Interfund Transfers</b>	6200	69,133.20	-			(20,334.72)	
<b>Net Assets - Beginning</b>		<b>4,713,475.42</b>	<b>4,713,475.42</b>		<b>4,923,563.51</b>	<b>4,923,563.51</b>	
<b>Balance Available</b>		<b>\$ 17,822,192.78</b>	<b>4,989,174.02</b>		<b>17,557,912.51</b>	<b>5,174,008.60</b>	

**TULSA HONOR ACADEMY**  
**STATEMENT OF REVENUE, EXPENDITURES AND NET ASSETS-CASH BASIS**  
**JULY 31, 2025**

<u>Expenditures</u>	<u>Object Code</u>	<u>2024-25 Actual</u>	<u>2024-25 As of 7/31/24</u>	<u>% of YTD to Actual</u>	<u>2025-26 Budgeted</u>	<u>2025-26 As of 7/31/25</u>	<u>% of YTD to Budg.</u>
Salaries	100	\$ 6,786,676.02	323,807.27	4.8%	7,520,304.00	296,473.56	3.9%
Employee Benefits	200	1,366,180.91	58,969.39	4.3%	1,515,488.00	58,687.83	3.9%
Worker's Comp./State Unempl.	270-280	44,547.03		0.0%	43,778.00	12,573.00	28.7%
Professional Services	300	939,569.97	18,764.26	2.0%	555,994.00	43,495.49	7.8%
Utility Services	410	209,813.56		0.0%	349,927.00	13,918.88	4.0%
Cleaning Services	420	265,813.40	374.30	0.1%	254,322.00	2,444.64	1.0%
Repairs and Maintenance Services	430	114,948.62		0.0%	66,384.00	4,375.09	6.6%
Rentals or Lease Services	440	225,191.96	4,658.69	2.1%	945,012.00	67,276.65	7.1%
Student Transportation	510	661,714.89		0.0%	800,958.00		0.0%
Insurance Services	520	121,519.00		0.0%	125,906.00	28,561.08	22.7%
Communications Services	530	28,270.86		0.0%	9,456.00	8,452.10	89.4%
Advertising	540	7,749.47		0.0%	25,000.00		0.0%
Printing	550	9,594.65		0.0%	25,000.00	3,213.81	12.9%
Food Service Management	570	508,128.92		0.0%	656,250.00		0.0%
Out-of-District Travel	580	47,748.72		0.0%	20,184.00		0.0%
Commodity Distribution	599	2,091.65		0.0%	3,040.00		0.0%
General Supplies	610	236,002.52	9,838.91	4.2%	213,525.00	38,030.93	17.8%
Books	640	70,062.46		0.0%	41,295.00	107.28	0.3%
Furniture, Fixtures, Tech, etc.	650	221,865.86	9,642.30	4.3%	326,346.00	80,680.98	24.7%
Student and Staff	680	41,395.96		0.0%	14,110.00	477.60	3.4%
Property	700	784,070.79	58,376.66	7.4%			N/A
Sponsor Fees	805	104,025.69		0.0%	88,341.00		0.0%
Dues and Fees	810	38,758.29	192.17	0.5%	328,759.00	317.48	0.1%
Staff Registration & Tuition	860	49,270.96	50.00	0.1%			N/A
Reimbursement	930	13,617.11		0.0%	3,771.00		0.0%
<b>Total Expenditures</b>		<b>12,898,629.27</b>	<b>484,673.95</b>	<b>3.8%</b>	<b>13,933,150.00</b>	<b>659,086.40</b>	<b>4.7%</b>
<b>Net Assets - Ending</b>		<b>\$ 4,923,563.51</b>	<b>4,504,500.07</b>		<b>3,624,762.51</b>	<b>4,514,922.20</b>	



**TULSA HONOR ACADEMY - 2025-26 FISCAL YEAR**  
**STATEMENT OF REVENUE, EXPENDITURES AND NET ASSETS - CASH BASIS**

	Source	2024-25	2024-25	% of YTD		2025-26	2025-26	% of YTD
	<u>Codes</u>	<u>Actual</u>	<u>As of 7/31/2024</u>	<u>to Actual</u>		<u>Budgeted</u>	<u>As of 7/31/2025</u>	<u>to Budgeted</u>
<b>Building Fund</b>								
<u>Revenue</u>								
Redbud Grant	3435	662,537.01	-	0.0%		730,620.00		0.0%
<b>Total Revenue</b>		662,537.01	-	0.0%		730,620.00	-	0.0%
<b>Interfund Transfers</b>	6200	419,758.40		0.0%				N/A
<b>Net Assets - Beginning</b>	6110	614,029.27	614,029.27			1,513,724.68	1,513,724.68	
<b>Total Revenue Available</b>		1,696,324.68	614,029.27			2,244,344.68	1,513,724.68	
<u>Expenditures</u>								
Repairs & Maint. Services	430	37,500.85		0.0%			350.25	N/A
Property Services	440			N/A			500,000.00	N/A
Supplies & Materials	600			N/A		50,000.00		0.0%
Capital Improvements	700	145,099.15		0.0%		50,000.00		0.0%
<b>Total expenditures</b>		182,600.00	-	0.0%		100,000.00	500,350.25	500.4%
<b>Ending Net Assets</b>		<u>\$1,513,724.68</u>	<u>614,029.27</u>			<u>2,144,344.68</u>	<u>1,013,374.43</u>	

**TULSA HONOR ACADEMY - 2025-26 FISCAL YEAR**  
**STATEMENT OF REVENUE, EXPENDITURES AND NET ASSETS - CASH BASIS**

	Source	2024-25	2024-25	% of YTD	2025-26	2025-26	% of YTD
	<u>Codes</u>	<u>Actual</u>	<u>As of 7/31/2024</u>	<u>to Actual</u>	<u>Budgeted</u>	<u>As of 7/31/2025</u>	<u>to Budgeted</u>
<b>Gifts Fund</b>							
<u>Revenue</u>							
Interest Earnings	1300	\$ 84,649.34	7,967.75	9.4%		6,798.27	N/A
Donations	1610	799,111.52	54,481.52	6.8%		30,299.93	N/A
Correcting Entries	5000	1,824.75		0.0%			N/A
<b>Total Revenue</b>		885,585.61	62,449.27	7.1%	-	37,098.20	N/A
<b>Lapsed Appr/Estopped Warr.</b>	6130/40	1,749.65		0.0%			N/A
<b>Interfund Transfers</b>	6200	(139,585.89)		N/A			N/A
<b>Net Assets - Beginning</b>	6110	1,701,625.84	1,701,625.84		2,223,322.47	2,223,322.47	
<b>Total Revenue Available</b>		2,449,375.21	1,764,075.11		2,223,322.47	2,260,420.67	
<u>Expenditures</u>							
Professional Services	300	1,250.00		0.0%			N/A
Rentals or Lease Services	440	25,475.56		0.0%		404,054.00	N/A
Student Transportation	510	3,755.50		0.0%			N/A
Printing and Binding	550	4,055.11		0.0%			N/A
Staff Travel	580	1,300.00		0.0%			N/A
Supplies & Materials	600	24,837.82		0.0%	32,000.00	293.97	0.9%
Capital Improvements	700	100,000.00		0.0%			N/A
Scholarships	880	63,554.00		0.0%	50,000.00		0.0%
Reimbursement	930	1,824.75		0.0%			N/A
<b>Total expenditures</b>		226,052.74	-	0.0%	82,000.00	404,347.97	493.1%
<b>Ending Net Assets</b>		\$2,223,322.47	1,764,075.11		2,141,322.47	1,856,072.70	

## **SUPPLEMENTAL INFORMATION**

**TULSA HONOR ACADEMY - 2025-26 FISCAL YEAR**  
**THREE (3) YEAR COMPARISON - GENERAL FUND - CASH BASIS**  
**JULY 31, 2025**

	2023-24 Expenditures		2024-25 Expenditures		2025-26 Expenditures	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
July	\$ 265,321.21	120,735.67	382,776.66	101,897.29	355,161.39	303,925.01
August	555,616.57	134,332.98	662,927.49	226,256.20		
September	593,769.47	596,083.72	670,611.43	539,425.94		
October	564,164.00	466,985.20	678,943.20	600,301.89		
November	587,179.52	453,912.98	672,114.42	252,256.99		
December	539,486.96	793,939.07	675,441.73	388,316.76		
January	560,652.37	227,122.85	686,033.45	736,808.02		
February	563,389.20	419,531.38	688,236.63	315,209.09		
March	521,169.51	584,663.91	662,472.40	354,946.52		
April	554,070.31	362,726.64	691,112.80	227,354.32		
May	578,126.12	372,712.44	671,097.18	465,636.40		
June	881,669.55	984,622.63	1,055,636.57	492,815.89		
	<u>\$ 6,764,614.79</u>	<u>5,517,369.47</u>	<u>8,197,403.96</u>	<u>4,701,225.31</u>	<u>355,161.39</u>	<u>303,925.01</u>
		<u>12,281,984.26</u>		<u>12,898,629.27</u>		<u>659,086.40</u>

	2023-24 Expenditures		2024-25 Expenditures		2025-26 Expenditures	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
July	\$ 265,321.21	120,735.67	382,776.66	101,897.29	355,161.39	303,925.01
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
	<u>\$ 265,321.21</u>	<u>120,735.67</u>	<u>382,776.66</u>	<u>101,897.29</u>	<u>355,161.39</u>	<u>303,925.01</u>
		<u>386,056.88</u>		<u>484,673.95</u>		<u>659,086.40</u>

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# Coversheet

## Routine Staffing

<b>Section:</b>	II. Consent Agenda
<b>Item:</b>	D. Routine Staffing
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Payroll PO List - August 2025.pdf

**2025-2026 New Hires**

Last Name	First Name	Hire Date	Primary Location	Position	Compensation
Fulgham	Brianna	8/11/2025	THA Middle School	Teacher	\$44,000.00
Lawlis	Caleb	8/11/2025	THA High School	Teacher	\$44,000.00
Poteet	Cassandra	8/11/2025	THA High School	Teacher	\$44,000.00
Speegle	Zach	8/18/2025	THA Middle School	Teacher	\$45,000.00
Bernal Vasquez	Karla Johanna	8/19/2025	THA High School	Teacher	\$44,750.00

**Resignations/Terminations**

Last Name	First Name	Hire Date	Primary Location	Position	Final Date
Prewett	Jimmy	7/1/2023	THA Flores Middle School	Assistant Principal of Culture	8/15/2025
Ramirez	Michelle	7/31/2025	THA Middle School	Teacher	8/8/2025
Munday	Gregory	9/12/2023	THA High School	Teacher	8/11/2025

**2025-2026 Stipends**

Last Name	First Name	Stipend Amount	Location	Stipend Position	Timing
Turner	Megan	\$2,700.00	THA Flores Middle School	Extracurricular Coordinator	Spread
Hefley	Bradley	\$2,700.00	THA High School	Extracurricular Coordinator	Spread
Crutchfield	Kayla	\$1,500.00	THA High School	Late Stay Coordinator	Spread
Rae	Jena	\$1,500.00	THA High School	After School Detention Coordinator	Spread
Vance Buck	Stefani	\$2,500.00	THA Middle School	Lead Assistant Principal	Spread
Bland-Corbishley	Hannah	\$2,500.00	THA Flores Middle School	Lead Assistant Principal	Spread
Gomez	Magdalena	\$1,500.00	THA Flores Middle School	Late Stay Coordinator	Spread
Richey	Laura	\$1,000.00	THA Middle School	Late Stay Coordinator	Spread
Mondy	Kristy	\$990.00	THA Flores Middle School	After School Detention Coordinator	Spread
West	Kaely	\$1,725.00	THA High School	Soccer Coach	Spread
Kuch	Joshua	\$1,725.00	THA High School	Soccer Coach	Spread
Botello	Joel	\$855.00	THA High School	Ballet Folklorico Coach	Spread
Palmer	Cherish	\$1,500.00	THA High School	Volleyball Coach	Spread
Lopez	Philip	\$405.00	THA High School	Chess Club Sponsor	Spread
Cline	Kevin	\$405.00	THA High School	Workout Club Sponsor	Spread
Gutierrez Moore	Evelyn	\$405.00	THA High School	Language Club Sponsor	Spread

**Salary Changes**

Last Name	First Name	Effective Date	Primary Location	Position/Reason	Corrected Salary
Marshall	Tyler	08/01/2025	THA High School	Transition to teacher role	\$44,000.00

# Coversheet

## June 2025 Financial Report

<b>Section:</b>	II. Consent Agenda
<b>Item:</b>	E. June 2025 Financial Report
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	THA June 2025 Financial Report 8.8.25.pdf

**TULSA HONOR ACADEMY  
TULSA, OKLAHOMA**

**MONTHLY FINANCIAL REPORT**

**JUNE 30, 2025**



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Statement of Expenses Two Year Comparison by Object 6



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

JACK JENKINS, CPA  
MICHAEL KEMPER, CPA

August 8, 2025

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 June 30, 2025, and the related statements of revenues and expenses – cash basis for the year 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  
Certified Public Accountants, P.C.

**TULSA HONOR ACADEMY**  
**STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS - CASH BASIS**  
**JUNE 30, 2025**

	General Fund	Building Fund	Gift Fund	Lease Fund	General Long- Term Debt	Totals
<b>Assets</b>						
Cash	\$ 2,651,440.62	\$ 1,663,139.79	827,914.89	70,452.69		5,212,947.99
Investments	2,937,030.39		1,413,192.13			4,350,222.52
Amounts to be provided for retirement of general long-term debt					10,293,076.58	10,293,076.58
Total Assets	<u>5,588,471.01</u>	<u>1,663,139.79</u>	<u>2,241,107.02</u>	<u>70,452.69</u>	<u>10,293,076.58</u>	<u>19,856,247.09</u>
<b>Liabilities</b>						
Outstanding Warrants	414,373.24	625.00	423.38	-		415,421.62
Reserves	250,534.26	148,790.11	17,361.17			416,685.54
Long-Term Debt - Capital Lease					10,293,076.58	10,293,076.58
Total Liabilities	<u>664,907.50</u>	<u>149,415.11</u>	<u>17,784.55</u>	<u>-</u>	<u>10,293,076.58</u>	<u>11,125,183.74</u>
Restricted for Construction				70,452.69		70,452.69
Unrestricted Net Assets	<u>4,923,563.51</u>	<u>1,513,724.68</u>	<u>2,223,322.47</u>		-	8,660,610.66
Total Net Assets	<u>\$ 4,923,563.51</u>	<u>1,513,724.68</u>	<u>2,223,322.47</u>	<u>70,452.69</u>	<u>-</u>	<u>8,731,063.35</u>

**TULSA HONOR ACADEMY - 2024-25 FISCAL YEAR**  
**STATEMENT OF REVENUE AND EXPENSES - GENERAL FUND - CASH BASIS**

	Source Codes	2024-25 Budgeted	2024-25 6/30/2025	% of YTD to Budj.	2023-24 Actual	2023-24 6/30/2024	% of YTD to Actual
<u>Revenue</u>							
Interest Earnings	1310	90,000.00	84,649.35	94.1%	126,976.76	126,976.76	100.0%
Insurance Loss Recoveries	1510	1,266.76	1,266.76	100.0%	40,480.00	40,480.00	100.0%
Miscellaneous Reimb.	1590	\$ 160,000.00	155,494.35	97.2%	4,851.91	4,851.91	100.0%
Gifts and Donations	1610	675,000.00	73,604.37	10.9%	85,222.66	85,222.66	100.0%
Refund from Prior Year Exp.	1680	2,837.37	2,837.37	100.0%	26,902.96	26,902.96	100.0%
Uniforms	1692	88,464.00	89,256.55	100.9%	82,947.17	82,947.17	100.0%
Student Lunches	1710	10,240.00	2,200.65	21.5%	9,070.95	9,070.95	100.0%
Adult Lunches	1730	7,500.00	6,615.27	88.2%	5,873.59	5,873.59	100.0%
Foundation & Incentive Aid	3210	9,519,956.23	9,518,008.86	100.0%	8,699,148.57	8,699,148.57	100.0%
Flexible Benefit	3250	784,028.75	812,703.68	103.7%	681,397.38	681,397.38	100.0%
State Textbook Allocation	3420	78,794.22	78,794.22	100.0%	73,732.52	73,732.52	100.0%
School Resource Officer	3436	177,000.00	176,108.08	99.5%	7,721.54	7,721.54	100.0%
Paid Maternity Leave	3437	10,009.50	37,006.87	369.7%			N/A
Other Misc	3690	7,902.93	7,902.93	100.0%	8,668.07	8,668.07	100.0%
State Reimbursement CNP	3720	8,700.00	7,322.22	84.2%	6,819.50	6,819.50	100.0%
Title I	4210	418,967.00	324,552.86	77.5%	409,891.94	409,891.94	100.0%
Title I-Prior Year	4210	86,000.00	85,622.68	99.6%	233,416.65	233,416.65	100.0%
Title II-Part A (Transferability)	4271	179,600.00	174,036.61	96.9%			N/A
Title III	4281	57,210.85	57,210.85	100.0%	53,771.44	53,771.44	100.0%
Title III-Prior Year	4281	58.73	58.73	100.0%	9,380.39	9,380.39	100.0%
Special Education - Flowthrough	4310	219,231.00	168,410.33	76.8%	268,063.65	268,063.65	100.0%
Special Ed - Flowthrough Prior Year	4310	4,490.00	4,490.00	100.0%	41,612.29	41,612.29	100.0%
Title IV, Part A Student Supp	4442	66,200.00	59,760.51	90.3%	1,626.19	1,626.19	100.0%
OSPRC Charter School Grant	4462		-	N/A	781,929.20	781,929.20	100.0%
ESSER/Other Federal Sources	4689	50,000.00	-	0.0%	982,151.95	982,151.95	100.0%
ESSER/Other Federal Scs Prior Year	4689	250,000.00	214,418.93	85.8%	443,228.47	443,228.47	100.0%
NSLP Cares	4705-6	590,000.00		0.0%	31,758.80	31,758.80	100.0%
Federal Lunches	4710	562,600.00	669,950.35	119.1%	482,621.05	482,621.05	100.0%
Federal Breakfasts	4720	133,000.00	165,291.41	124.3%	107,820.68	107,820.68	100.0%
Correcting Entry	5600,6200	8,044.86	101,850.70	1266.0%	2,243.22	2,243.22	100.0%
Total revenue		14,247,102.20	13,079,425.49	91.8%	13,709,329.50	13,709,329.50	100.0%
Cash fund balance (beginning)	6110	4,713,475.42	4,713,475.42		3,210,113.66	3,210,113.66	
Lapsed Approp/Estopped Warr.	6130-6140	29,291.87	29,291.87		76,016.52	76,016.52	
Total revenue and beg. balance		18,989,869.49	17,822,192.78		16,995,459.68	16,995,459.68	
<u>Expenditures</u>							
	Object Codes						
Payroll	100-200	8,100,000.00	8,197,403.96	101.2%	6,713,637.81	6,713,637.81	100.0%
Non-payroll	300-900	4,753,016.21	4,701,225.31	98.9%	5,568,346.45	5,568,346.45	100.0%
Total expenditures		12,853,016.21	12,898,629.27	100.4%	12,281,984.26	12,281,984.26	100.0%
Ending Balance		\$ 6,136,853.28	4,923,563.51		4,713,475.42	4,713,475.42	100.0%

## **SUPPLEMENTAL INFORMATION**

**TULSA HONOR ACADEMY - 2024-25 FISCAL YEAR  
DETAILED REVENUE SUMMARY - GENERAL FUND - CASH BASIS**

<b>General Fd</b>	<b>Misc</b>	<b>Uniform</b>			<b>Student</b>		<b>Other</b>	<b>Federal</b>	<b>Federal</b>	
	<u>Reimb</u>	<u>Sales</u>	<u>Donations</u>	<u>Interest</u>	<u>Lunches</u>	<u>State Aid</u>	<u>State Sources</u>	<u>Child Nut.</u>	<u>Program</u>	<u>Total</u>
July	151,381.81	35,921.10		7,967.74	1,155.83		260.91	78,951.49	58.73	275,697.61
August	132.80	34,273.06	13,500.00	7,998.11	1,187.34	785,360.23	311,619.10	5,211.84	218,908.93	1,378,191.41
September	3,292.35	4,457.46	-	7,628.61	447.43	785,360.24	62,098.80			863,284.89
October	476.16	2,720.97		7,430.97	793.52	785,360.23	61,551.85	61,624.44		919,958.14
November	267.42	3,661.78		7,019.46	836.71	785,360.24	66,149.39	172,729.89	201,375.01	1,237,399.90
December	603.72	1,587.68		6,942.08	954.24	785,360.23	111,506.70		113,436.68	1,020,391.33
January	1,669.66	2,426.89		6,764.98	685.86	1,214,335.65	78,001.99	73,552.59	241,978.51	1,619,416.13
February	435.00	1,236.15		6,129.66	745.50	856,856.14	71,322.28	65,724.42		1,002,449.15
March	433.16	1,427.39		6,784.65	531.79	856,375.53	70,562.59			936,115.11
April	7,895.37	706.52		6,571.66	616.28	856,796.06	70,562.59	124,066.25	112,330.97	1,179,545.70
May	528.80	625.95	60,104.37	6,811.43	1,003.94	951,874.13	89,966.92	64,566.96	200,619.14	1,376,101.64
June	94,043.94	211.60		6,600.00		854,970.18	126,234.88	188,813.88		1,270,874.48
Totals	\$ 261,160.19	89,256.55	73,604.37	84,649.35	8,958.44	9,518,008.86	1,119,838.00	835,241.76	1,088,707.97	13,079,425.49

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**TULSA HONOR ACADEMY - 2024-25 FISCAL YEAR**  
**STATEMENT OF EXPENSES TWO YEAR COMPARISON BY OBJECT - GENERAL FUND - CASH BASIS**

<u>Classification</u>	<u>Object</u>	<u>2024-25 Budgeted</u>	<u>2024-25 6/30/2025</u>	<u>% of YTD to Budg.</u>	<u>2023-24 Actual</u>	<u>2023-24 6/30/2024</u>	<u>% of YTD to Act.</u>
Salaries	100	\$ 6,750,000.00	6,786,676.02	100.54%	5,612,763.10	5,612,763.10	100.00%
Employee Benefits	200	1,350,000.00	1,366,180.91	101.20%	1,100,874.71	1,100,874.71	100.00%
Worker's Comp./State Unempl	290	29,306.00	44,547.03	152.01%	69,223.12	69,223.12	100.00%
Subtotal		1,379,306.00	1,410,727.94	102.28%	1,170,097.83	1,170,097.83	100.00%
Contracted Services	300	455,000.00	463,604.23	101.89%	369,794.92	369,794.92	100.00%
Professional-Educ. Services	320	496,000.00	475,965.74	95.96%	348,377.20	348,377.20	100.00%
Subtotal		951,000.00	939,569.97	98.80%	718,172.12	718,172.12	100.00%
Utility Services	410	210,000.00	209,813.56	99.91%	265,781.55	265,781.55	100.00%
Cleaning Services	420	256,130.00	264,613.40	103.31%	249,627.62	249,627.62	100.00%
Repairs and Maint. Services	430	70,630.00	114,948.62	162.75%	91,338.88	91,338.88	100.00%
Lease & Debt Service	443	115,000.00	104,060.82	90.49%	691,310.49	691,310.49	100.00%
Software Services	444	140,348.00	121,131.14	86.31%	133,760.19	133,760.19	100.00%
Uniform Services	445		-	NA	6,235.96	6,235.96	100.00%
Subtotal		792,108.00	814,567.54	102.84%	1,438,054.69	1,438,054.69	100.00%
Other Purchased Services	500		-	NA			NA
Student Transportation	513	666,712.00	661,714.89	99.25%	585,577.66	585,577.66	100.00%
Insurance	520	121,644.00	121,519.00	99.90%	170,144.00	170,144.00	100.00%
Communications Services	530	23,000.00	28,270.86	122.92%	38,948.34	38,948.34	100.00%
Advertising	540	5,500.00	7,749.47	140.90%	5,468.00	5,468.00	100.00%
Printing and Binding	550	15,000.00	9,594.65	63.96%	14,281.11	14,281.11	100.00%
Food Service Management	570	659,200.00	508,128.92	77.08%	672,618.32	672,618.32	100.00%
Staff Travel	580	37,000.00	49,840.37	134.70%	21,735.40	21,735.40	100.00%
Subtotal		1,528,056.00	1,386,818.16	90.76%	1,508,772.83	1,508,772.83	100.00%
Supplies/Materials	600	-	-	NA	76,267.89	76,267.89	100.00%
Paper/Copy	611	56,623.68	75,936.25	134.11%	21,931.99	21,931.99	100.00%
Supplies and Materials	619	191,818.00	161,266.27	84.07%	212,172.14	212,172.14	100.00%
Bks & Periodicals	640	41,000.00	70,062.46	170.88%	254,801.23	254,801.23	100.00%
Appliances	651	8,400.00	17,069.94	203.21%	146,008.37	146,008.37	100.00%
Technology Related Supplies	653	100,000.00	94,224.35	94.22%	511,678.58	511,678.58	100.00%
Uniforms	657	50,000.00	110,571.57	221.14%	120,553.92	120,553.92	100.00%
Awards, Gifts, Decorations	682	31,000.00	39,717.26	128.12%	16,963.58	16,963.58	100.00%
Extracurricular Supplies	683	2,500.00	1,678.70	67.15%			NA
Subtotal		481,341.68	570,526.80	118.53%	1,360,377.70	1,360,377.70	100.00%
Property	700	750,000.00	784,070.79	104.54%	60,522.72	60,522.72	100.00%
Other Objects	800	92,841.00	104,025.69	112.05%			NA
Dues and Fees	810	41,263.53	38,758.29	93.93%	373,364.84	373,364.84	100.00%
Contingency	840	15,000.00		0.00%			NA
Staff Registration & Tuition	860	58,100.00	49,270.96	84.80%	29,750.57	29,750.57	100.00%
Reimbursement	930	14,000.00	13,617.11	97.27%	10,107.86	10,107.86	100.00%
Subtotal		221,204.53	205,672.05	92.98%	413,223.27	413,223.27	100.00%
Totals		12,853,016.21	12,898,629.27	100.35%	12,281,984.26	12,281,984.26	100.00%
Payroll Expenses	100-200	8,100,000.00	8,197,403.96	101.20%	6,713,637.81	6,713,637.81	100.00%
Non-Payroll Expenses	300-900	4,753,016.21	4,701,225.31	98.91%	5,568,346.45	5,568,346.45	100.00%
Totals		\$ 12,853,016.21	12,898,629.27	100.35%	12,281,984.26	12,281,984.26	100.00%

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## TULSA HONOR ACADEMY 2024-25 FISCAL YEAR EXPENDITURE BREAKDOWN BY MONTH - CASH BASIS

	<u>2022-23 Expenditures</u>		<u>2023-24 Expenditures</u>		<u>2024-25 Expenditures</u>	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
July	227,904.13	44,365.80	265,321.21	120,735.67	382,776.66	101,897.29
August	490,881.05	951,291.60	555,616.57	134,332.98	662,927.49	226,256.20
September	493,253.58	286,808.11	593,769.47	596,083.72	670,611.43	539,425.94
October	489,256.31	255,184.09	564,164.00	466,985.20	678,943.20	600,301.89
November	487,278.13	390,339.88	587,179.52	453,912.98	672,114.42	252,256.99
December	483,910.79	339,330.80	539,486.96	793,939.07	675,441.73	388,316.76
January	526,369.07	291,368.58	560,652.37	227,122.85	686,033.45	736,808.02
February	525,081.96	306,535.43	563,389.20	419,531.38	688,236.63	315,209.09
March	502,677.33	307,919.59	521,169.51	584,663.91	662,472.40	354,946.52
April	511,382.36	238,250.91	554,070.31	362,726.64	691,112.80	227,354.32
May	462,064.47	354,337.96	578,126.12	372,712.44	671,097.18	465,636.40
June	813,931.94	1,136,719.72	881,669.55	984,622.63	1,055,636.57	492,815.89
	<u>\$ 6,013,991.12</u>	<u>4,902,452.47</u>	<u>6,764,614.79</u>	<u>5,517,369.47</u>	<u>8,197,403.96</u>	<u>4,701,225.31</u>
		<u>10,916,443.59</u>		<u>12,281,984.26</u>		<u>12,898,629.27</u>

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**TULSA HONOR ACADEMY - 2024-25 FISCAL YEAR**  
**STATEMENT OF EXPENSES TWO YEAR COMPARISON BY OBJECT - GENERAL FUND - CASH BASIS**

<u>Classification</u>	<u>Object</u>	<u>2024-25 Budgeted</u>	<u>2024-25 6/30/2025</u>	<u>% of YTD to Act.</u>	<u>2023-24 Budgeted</u>	<u>2023-24 6/30/2024</u>	<u>% of YTD to Budg.</u>
Salaries	100	\$ 6,750,000.00	6,786,676.02	100.54%	5,612,763.10	5,612,763.10	100.00%
Employee Benefits	200	1,379,306.00	1,410,727.94	102.28%	1,170,097.83	1,170,097.83	100.00%
Contract Services	300	951,000.00	939,569.97	98.80%	718,172.12	718,172.12	100.00%
Purchased Property Services	400	792,108.00	814,567.54	102.84%	1,438,054.69	1,438,054.69	100.00%
Other Purchased Services	500	1,528,056.00	1,386,818.16	90.76%	1,508,772.83	1,508,772.83	100.00%
Supplies and Materials	600	481,341.68	570,526.80	118.53%	1,360,377.70	1,360,377.70	100.00%
Property	700	750,000.00	784,070.79	104.54%	60,522.72	60,522.72	100.00%
Other Objects	8-900	221,204.53	205,672.05	92.98%	413,223.27	413,223.27	100.00%
<b>Totals</b>		<b>12,853,016.21</b>	<b>12,898,629.27</b>	<b>100.35%</b>	<b>12,281,984.26</b>	<b>12,281,984.26</b>	<b>100.00%</b>
Payroll Expenses	100-200	8,129,306.00	8,197,403.96	100.84%	6,782,860.93	6,782,860.93	100.00%
Non-Payroll Expenses	300-900	4,723,710.21	4,701,225.31	99.52%	5,499,123.33	5,499,123.33	100.00%
<b>Totals</b>		<b>\$ 12,853,016.21</b>	<b>12,898,629.27</b>	<b>100.35%</b>	<b>12,281,984.26</b>	<b>12,281,984.26</b>	<b>100.00%</b>

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# Coversheet

## 2025-2026 Activity Fund Subaccounts

**Section:** II. Consent Agenda  
**Item:** F. 2025-2026 Activity Fund Subaccounts  
**Purpose:**  
**Submitted by:**  
**Related Material:** 2025-2026 Activity Fund Subaccounts .pdf



## THA ACTIVITY FUND SUB ACCOUNTS

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.

NETWORK-WIDE SUBACCOUNTS	REVENUE	PURPOSE/USES
General fund refund	<ul style="list-style-type: none"> <li>Uniform payments</li> <li>Meal payments</li> <li>Scholar fees (such as Chromebook repair, book replacement, vandalism fees)</li> </ul>	<ul style="list-style-type: none"> <li>Reimburse general fund for appropriate costs</li> </ul>
Staff fund	<ul style="list-style-type: none"> <li>Other income collected for use by school personnel and other school related adult functions.</li> </ul>	<ul style="list-style-type: none"> <li>Personal items for employees (such as cards, flowers); meals; supplies for staff or other adult events</li> </ul>
THA HS SUBACCOUNTS	REVENUE	PURPOSE/USES
THA HS	<ul style="list-style-type: none"> <li>Admissions to athletic contests, school or class plays, carnivals, parties, dances and promenades;</li> <li>Sale of student activity tickets</li> <li>Damaged/Lost Athletic Uniform Fee</li> <li>Yearbook Sales</li> <li>Concession sales</li> <li>Dues, fees and donations to student clubs or other organizations, provided that membership in such</li> </ul>	<ul style="list-style-type: none"> <li>Supplies,equipment and services for extracurricular activities, including clubs, dances, prom, etc.</li> <li>Transportation for practice, games, and extracurricular trips</li> <li>Uniforms for extracurricular sports</li> <li>Field trip expenses</li> <li>Referee payment and fees for competitions</li> </ul>



**TULSA HONOR ACADEMY**  
... ACADEMICS - CHARACTER - EXCELLENCE ...

	clubs or organizations shall not be mandatory <ul style="list-style-type: none"> <li>• Fees collected for college visits</li> <li>• Parking Permit Fees</li> <li>• Other Approved Fundraisers</li> </ul>	
<b>Student Council</b>	<ul style="list-style-type: none"> <li>• Admissions to athletic contests, school or class plays, carnivals, parties, dances and promenades;</li> <li>• Sale of student activity tickets</li> <li>• Concession sales</li> <li>• Dues, fees and donations to student clubs or other organizations, provided that membership in such clubs or organizations shall not be mandatory</li> <li>• Other Approved Fundraisers</li> </ul>	<ul style="list-style-type: none"> <li>• Supplies and services for student council activities</li> <li>• Field trip expenses</li> </ul>
<b>THA MS SUBACCOUNTS</b>	<b>REVENUE</b>	<b>PURPOSE/USE</b>
<b>THA MS</b>	<ul style="list-style-type: none"> <li>• Admissions to athletic games, contests, school or class plays, carnivals, parties, dances and promenades;</li> <li>• Sale of student activity tickets</li> <li>• Concession sales</li> <li>• Dues, fees and donations to student clubs athletics or other organizations, provided that membership shall not be mandatory</li> <li>• Fees collected for college</li> </ul>	<ul style="list-style-type: none"> <li>• Supplies (including uniforms) and services for extracurricular activities, including sports, clubs, dances, 8th grade promotion, 8th grade lock-in, etc.</li> <li>• Transportation for practice, games, and extracurricular trips</li> <li>• Uniforms for extracurricular sports</li> <li>• Field trip expenses</li> <li>• Referee payment and fees</li> </ul>



# TULSA HONOR ACADEMY

... ACADEMICS - CHARACTER - EXCELLENCE ...

	visits <ul style="list-style-type: none"> <li>Damaged/Lost Athletic Uniform Fee</li> <li>Other Approved Fundraisers</li> </ul>	for competitions
THA FLORES MS SUBACCOUNTS	REVENUE	PURPOSE/USES
Clubs Fund	<ul style="list-style-type: none"> <li>Dues, fees and donations to student clubs or other organizations (provided that membership in such clubs or organizations shall not be mandatory)</li> <li>yearbook sales</li> <li>club-based fundraisers and donations</li> </ul>	<ul style="list-style-type: none"> <li>Provide snacks, transportation, field trip expenses, and materials for after-school clubs</li> <li>Field trip expenses</li> <li>Yearbook</li> </ul>
Student Council	<ul style="list-style-type: none"> <li>Dance admissions</li> <li>event admissions (talent show, movie night, family events, etc.)</li> <li>concession sales at such events</li> <li>contest fees</li> <li>Book Fair</li> <li>Fees collected for college visits</li> <li>Other Approved Fundraisers</li> </ul>	<ul style="list-style-type: none"> <li>Provide snacks, fees, and materials for events such as dances, movie nights, talent shows, etc.</li> <li>8th grade promotion + lock in</li> <li>School dances</li> <li>Field trip expenses</li> </ul>
Athletics Fund	<ul style="list-style-type: none"> <li>Admissions to athletic contests and events</li> <li>concessions at athletic contests, athletic fees (membership is not mandatory)</li> <li>Lost/Damaged athletic uniform fees</li> <li>Other approved fundraisers</li> </ul>	<ul style="list-style-type: none"> <li>Provide uniforms for beginning athletic program at FMS (volleyball, girls and boys' soccer, girls and boys' basketball, coed spirit squad, track + field)</li> <li>Pay referee and any tournament fees needed for games</li> </ul>



		<ul style="list-style-type: none"><li>● Provide transportation for scholars to and from games and areas needed for practice</li><li>● Field trip expenses</li></ul>
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# Coversheet

## 2025-2026 Scholar Fundraisers

<b>Section:</b>	II. Consent Agenda
<b>Item:</b>	G. 2025-2026 Scholar Fundraisers
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	2025-2026 Scholar Fundraisers .pdf



## 2025-2026 SCHOLAR FUNDRAISERS

THA FLORES MIDDLE SCHOOL, THA MIDDLE SCHOOL, THA HIGH SCHOOL & NETWORK FUNDRAISERS		
Fundraiser	Description	Funding Supports
Family/Scholar Web Store	Families and scholars will be able to purchase uniform items, school gear, etc from a web store	Scholar Activities/Events, Clubs, StuCo and Sports
Restaurant Partnerships	Schools will partner with restaurants to host a THA night and earn a percent of sales from the evening	Scholar Activities/Events, Clubs, StuCo and Sports
Club and Sport Participation Fees	A flat fee will be collected for all sports and clubs who are in need of funding for their program	Scholar Activities/Events, Clubs, StuCo and Sports
Event Entry and Event Participation Fees	Attendees will pay an event entry fee and participation fees at various events (examples: school dances, talent show, movie night, etc.)	Scholar Activities/Events, Clubs, StuCo and Sports
Athletic Program Entry	Tickets will be sold for athletic sports and events	Scholar Activities/Events, Clubs, StuCo and Sports
Concession Sales	Schools will sell concessions at events	Scholar Activities/Events, Clubs, StuCo and Sports
Book Fair	Schools may partner with a book fair vendor and will earn funds through a percentage of sales	Books for classrooms and scholar activities
Donate What You Can Events	Schools will host Donate What You Can Events, like car washes, that will be open to the community	Scholar Activities/Events, Clubs, StuCo and Sports
Yearbook Sales	Yearbook Club will partner with a yearbook vendor to produce a yearbook to sell	Scholar Activities/Events, Clubs, StuCo 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)	Scholar Activities/Events, Clubs, StuCo and Sports



# Coversheet

## 2025-2026 Board Appointees

<b>Section:</b>	II. Consent Agenda
<b>Item:</b>	H. 2025-2026 Board Appointees
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	2025-2026 Board Appointees.pdf



## 2025-2026 BOARD APPOINTEES

Board Clerk & Minute Clerk	Madison Dominguez
Deputy Minute Clerk	Alison Moore
Second Deputy Minute Clerk	Kate Freudenheim
Encumbrance Clerk	Alison Moore
Treasurer	Jack Jenkins
Activity Fund Custodian	Chandler Moore
Federal Programs Manager	Alison Moore
Purchasing Card Coordinator	Alison Moore

# Coversheet

## H&E Landscaping Contract for Former Jones Facility

<b>Section:</b>	II. Consent Agenda
<b>Item:</b>	I. H&E Landscaping Contract for Former Jones Facility
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	H&E Landscaping - Jones Facility - 8_20_2025 to 6_30_2026.pdf


**CONTRACT COVER SHEET**
**BASIC INFORMATION**

<b>Vendor:</b>	H&E Landscaping
<b>Description of Service:</b>	Grounds services for the new Jones Elementary facility
<b>Jurisdiction or Governing Law:</b>	N/A
<b>Term of contract:</b>	8/20/2025 to 6/30/2026
<b>Funding Source:</b>	General Fund
<b>Total Cost:</b>	\$15,000.00
<b>THA Signer:</b>	Chief Operations Officer
<b>Contract Type:</b>	New Contract If Renewal, price change notes: Comparable to other cost for Sheridan and Lakewood Campuses
<b>Termination Clause:</b>	The contract requires N/A days notice to terminate.
<b>Term:</b>	Term is within this fiscal year (preferable)
<b>THA Relationships or Conflicts of Interest:</b>	Current grounds vendor for Lakewood and Sheridan - determined through prior RFP
<b>Notes for Clarity:</b>	N/A

**NOTES FROM THA STAFF**

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



# **H & E Landscape LLC**

**Contact info 918/900/4677**

**Ehlandscape@outlook.com**

**1515 s 71<sup>st</sup> e ave tulsa,ok 74112**

Year-round Monthly price for this location- **\$1,250.00**

Services provided biweekly

- Mowing
- Edging
- Weedeating
- Blowing all grass debris
- Picking up trash around property
- small limbs pick up
- Snow removal
- Leaf removal starts October through February
- Weed treatment is included for front of building and small areas

\*Any work not listed above will be at an extra cost

\* Irrigation work is \$80.00 per hour plus parts

\*Cancellation is an option we require a 30 day notice

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*H+E landscape*

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# Coversheet

## OU NCDE Training Collaboration Agreement

**Section:** II. Consent Agenda

**Item:** J. OU NCDE Training Collaboration Agreement

**Purpose:**

**Submitted by:**

**Related Material:**

University of Oklahoma - National Center for Disability Education Training - 7\_1\_2025 to 6\_30\_2026.pdf


**TULSA HONOR ACADEMY**

... ACADEMICS - CHARACTER - EXCELLENCE ...

**CONTRACT COVER SHEET**
**BASIC INFORMATION**

<b>Vendor:</b>	University of Oklahoma - National Center for Disability Education Training
<b>Description of Service:</b>	The University of Oklahoma provides on-site Transition Services, helping scholars with disabilities prepare for life st-graduation. Transition services are required by IDEA, the benefit being that with OU working on campus, versus other off campus providers, we have more collaboration in regards to what is presented in alignment with our mission, and confirmation that the services were provided.
<b>Jurisdiction or Governing Law:</b>	IDEA
<b>Term of contract:</b>	7/1/2025 to 6/30/2026
<b>Funding Source:</b>	It is a no-cost outreach of the University of Oklahoma
<b>Total Cost:</b>	0
<b>THA Signer:</b>	Chief Academic Officer
<b>Contract Type:</b>	Renewal If Renewal, price change notes: n/a
<b>Termination Clause:</b>	The contract requires With cause, upon receipt of written notification. 30 days w/o cause days notice to terminate.
<b>Term:</b>	Term is within this fiscal year (preferable)
<b>THA Relationships or Conflicts of Interest:</b>	n/a
<b>Notes for Clarity:</b>	n/a

**NOTES FROM THA STAFF**

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

n/a

## **Pre-Employment Transition Services Coordination Pre-ETS COLLABORATIVE AGREEMENT FY2026**

### **SECTION I - PURPOSE**

This Collaborative Agreement (“Agreement”), effective as of the latest date of signature of all Parties or the 1st day of July, 2025 whichever is later, is entered into by and between the following Parties, also referred to herein as “Team Members” to promote collaboration in the delivery of Pre-Employment Transition Services (also referred to herein as Pre- ETS) for participants with a documented disability transitioning from secondary school to post-secondary education programs and/or competitive employment; for individuals with disabilities who are enrolled in secondary education and are eligible, or potentially eligible, to receive vocational rehabilitation services (VR) provided by Oklahoma Department of Rehabilitation Services (DRS).

- (also referred to herein as “Host School”);
- The Board of Regents of the University of Oklahoma, by and through University Outreach/College of Continuing Education’s National Center for Disability Education and Training (also referred to herein as “NCDET” or “University”).

The Rehabilitation Act of 1973 (Rehabilitation Act), as amended by the Workforce Innovation and Opportunity Act (WIOA), and the Individuals with Disabilities Education Act (IDEA), as amended, all require a formal mechanism in place to ensure coordination of transition services that are needed to provide a free appropriate public education to participants with a documented and to ultimately transition participants with documented disability to competitive integrated employment or post-secondary education.

### **The OBJECTIVE of this Agreement seeks to:**

- Increase coordination between the Parties to identify and prepare participants with a documented way to move to post-secondary education and/or competitive integrated employment; based on participant need, considering strength, preferences, and interests.
- Improve transition planning by DRS and local education agencies (LEAs) for participants with disabilities to facilitate the development and implementation of that individual’s education program.
- Strengthen relationship between the Oklahoma State Department of Education (OSDE), Oklahoma Office of Workforce Development (OOWD), LEAs, higher education entities, and businesses to facilitate successful outcomes for participants a documented disability.
- Engage, involve and educate families to increase participant success in post-school activities.
- Increase the number of participants reaching their individual education plan (IEP) and the DRS individual plan for employment (IPE) goals.
- Increase professional learning opportunities and share resources.
- Increase job training and education opportunities for people who have traditionally faced barriers.



## TERM

The Parties agree that the effective period of this Agreement shall be the latest date of signature of all Parties, or **July 1, 2025, whichever is the latter, through June 30, 2026.**

This Agreement may be renewed for two (2) additional twelve-month periods. Any renewals are contingent upon the Department of Rehabilitation Services renewing the Pre-Employment Transition Services Agreement with the University.

## SECTION 2 – DEFINITIONS (for the purpose of this agreement):

2.1 Workforce Innovation and Opportunity Act (WIOA): Reauthorizes the Rehabilitation Act of 1973 as amended, that established VR (29 U.S.C. § 701 et seq.) and creates the Pre-ETS set-aside (29 U.S.C. § 730 (d)).

2.2 Vocational Rehabilitation (VR): a federal program which promotes, assesses, plans, develops and provides services for individuals with disabilities, consistent with their strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice, so they may prepare for and engage in gainful employment, as required by the Rehabilitation Act.

2.3 Oklahoma Office of Workforce Development (OOWD): carries out the vision of the Governor's Council for Workforce and Economic Development, provides technical assistance and coordinates strategic priorities and plans across education, training and economic agencies. Works to align and connect education and workforce resources, remove workforce barriers and better support Oklahoma employers and jobseeker.

2.4 Individual Education Plan (IEP): a written statement of the educational program required by IDEA for a participant with a disability designed to meet the participant's individual needs. The IEP has two general purposes: to set appropriate, measurable goals for the participant and to describe the specialized instruction and services the school district will provide for the participant.

2.5 Individual Plan for Employment (IPE): is required by the Rehabilitation Act, and is the roadmap developed jointly by the participant and the Vocational Rehabilitation counselor to help the participant with a disability reach a specific competitive, integrated employment goal.

2.6 Individuals with Disabilities Education Act (IDEA): is designed to ensure that all participants with a documented disability have available to them a Free and Appropriate Public Education (FAPE) that provides special education and related services designed to meet their unique needs and to prepare them for further education, employment and independent living; federal act codified at 20 U.S.C. § 1400 et seq.

2.7 Local Education Agency (LEA): a public board of education or other public authority legally constituted within a state for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district or counties recognized in a state as an administrative agency for its public elementary schools or secondary schools; codified at 20 U.S.C. §1401 (19).

2.8 A participant with a disability: is an individual who is in an educational program; and

meets certain age requirements; and is eligible for and receiving special education or related services under IDEA; or is an individual with a disability for purposes of section 504 of the Rehabilitation Act.

2.9 Potentially Eligible: participants with a documented disability, including individuals ages 14-21 who have not applied or been determined eligible for VR services.

2.10 Competitive Integrated Employment: employment for an individual with a disability that is, among other things, compensated at a rate not lower than the minimum wage and is customary for the occupation and where the individual interacts with other persons without disabilities.

2.11 Pre-Employment Transition Services (Pre-ETS): activities provided through a subset of transition services, in partnership with LEAs, to help participants, and potentially eligible participants, with disabilities develop skills leading to success in employment and independent living after high school. These learning experiences are designed within an outcome-oriented process that promotes movement from school to post-school activities, including postsecondary education, vocational training, competitive integrated employment, financial literacy, and self-advocacy education to improve social and independent living skills. Pre-ETS are defined and authorized in accordance with 29 U.S.C. § 733.

The following are examples of activities that fall into the five required Pre-ETS categories:

- **Job Exploration Counseling:** discussion, activities, vocational evaluations or assessments on in-demand job opportunities intended to foster motivation and informed decision-making.
- **Work-Based Learning** – research and knowledge of work site tours, job shadowing, mentoring, internships, apprenticeships, short-term employment, volunteering, and on-the-job trainings;
- **Counseling on Post-Secondary Opportunities**—discussion and activities regarding college and other -post-secondary opportunities, academic and occupational training needed to succeed in the workplace, and providing resources that may be used to support individual participant success in education and training, such as disability support services and financial aid;
- **Workplace Readiness Training** (can be in a simulated or "real" work setting) - teaching social skills and independent living skills necessary to prepare for eventual employment, such as communication and interpersonal skills, financial literacy, transportation options, job-seeking skills, understanding employer expectations, and other "soft" skills necessary for employment; and
- **Self-advocacy**—training on rights and responsibilities; how to request accommodations or services and supports; communicating thoughts, concerns, and needs; peer-mentoring opportunities; and participating in leadership activities offered in educational or community settings.

## SECTION 3 – RESPONSIBILITIES:

### The Host School:

University of Oklahoma Pre-ETS 2025-2026

The school plays a significant role in the success of providing and coordinating transition services, specifically employment readiness instruction for participants with a documented disability. Schools are bound by the specific content in the Individuals with Disabilities Education Act (IDEA) for the provision of secondary transition services and by coordinating services with other agencies who will pay for or provide transition services. Pre-Employment Transition Services are not meant to reduce the responsibility of schools to provide transition services. The intent is to enhance the resources available to participants with a documented disability through collaboration. Host School understands and agrees that they will not be reimbursed by the University for any costs incurred as part of the Pre- ETS program.

### **The Host School will:**

- Upon receipt of proof from NCDDET that all NCDDET personnel participant under this Agreement have passed the criminal background record check, allow the NCDDET Pre-ETS staff access to DRS potentially eligible participants with a documented disability and/or DRS clients (in a group setting or one-on-one) to whom they can provide Pre-ETS instructional activities;
- work with the local DRS counselors to identify, recruit, and refer participants for vocational rehabilitation services;
- be responsible for collecting written parent authorization to allow their participant to participate in Pre-ETS activities;
- ensure school staff and/or a classroom teacher is present and assisting to ensure the highest engagement of the participants;
- communicate to the NCDDET Pre-ETS staff and DRS (if applicable) any concerns brought forth by a participant;
- provide information to assist staff providing Pre-ETS activities that will support the learning needs, adaptations, and/or modifications of program participants;
- assist with outreach to identify participants with a documented disability and assessment of their potential need for transition services and pre-employment transition services;
- promote networking and collaboration among families, schools, community agencies and employers;
- share career assessment and planning information with DRS and Pre-ETS staff;
- work collaboratively to increased number of participants obtaining their IEP and IPE goals;
- assist with the development of additional school sites by speaking with potential school leadership; and
- maintain confidentiality regarding program participants.

### **NCDDET:**

The University of Oklahoma Outreach is a lifelong learning organization dedicated to helping individuals, businesses, groups, and communities transform themselves through knowledge. Established in 1965, the National Center for Disability Education and Training seeks to advance independent living, employment, and career opportunities for people with disabilities through innovative training and direct service.

**NCDDET will:**

- work in collaboration with DRS counselors, school transition personnel, and other persons supporting DRS potentially eligible participants with a documented disability and/or DRS clients to provide Pre-ETS instructional activities in groups and/or individually;
- ensure its staff are trained and experienced in working with participants with a documented disability as well as developing business relationships;
- ensure its staff have successfully passed a criminal background check; and will provide the Host School proof prior to providing Pre-ETS activities,
- support the host school staff in planning for the transition of participants with a documented disability from school to post-school activities;
- work in collaboration with the teacher and current transition curriculum;
- work to increase employment and/or post-secondary participant success;
- work with local school districts to create greater access for participants with a documented disability and remove barriers into transition programs and activities;
- assist with outreach to identify participants with a documented disability and assessment of their potential need for transition services and pre-employment transition services;
- encourage community work experiences that provide the opportunity for participants with a documented disability to participate in skill development in community settings;
- promote networking and collaboration among families, schools, community agencies and employers;
- share career assessment and planning information with DRS and school staff;
- work with the local DRS counselors to identify, recruit, and refer participants for vocational rehabilitation services;
- communicate to Host School staff and DRS (if applicable) any concerns brought forth by a participant;
- assist with the development of additional school sites by speaking with potential school leadership; and
- maintain confidentiality regarding program participants.

**Section 4 Special Terms and Assurances****A. Insurance**

Each Party is hereby required to carry liability insurance or State of Oklahoma self-insurance adequate to compensate, in accordance with the limits of the Oklahoma Governmental Tort Claims Act, 51 O.S. 1991, sec 151, et seq., as amended, persons for injury to their person or property occasioned by an act of negligence by the party to be bound, its agents or employees. The Parties shall timely renew the policies to be carried pursuant to this section throughout the term of the Agreement, and provide evidence of such insurance and renewals upon request.

**B. Equal Opportunity/Non-Discrimination**

As applicable, the provisions of Exec. Order No. 13279 and Exec. Order No. 11141 are incorporated into each Order and must be included in any subcontracts awarded involving any Order. The parties

represent that they are in compliance with all applicable federal and state laws and regulations and do not consider race, color, sex, sexual preference, religion, national origin, or age (40 or older) in ways that violate the United States' civil rights laws. In addition, the parties agree to comply with the applicable provisions of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 701, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212. Supplier acknowledges and agrees that it will take no action, make no decision, and grant no preference or disadvantage, directly or indirectly, based on a person's race, color, marital status, national origin, ethnicity, or sex.

### **C. Drug-Free Workplace**

Each Party represents compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part § 85.600 et seq.

### **D. Modification**

The Agreement may only be modified by mutual consent of the Parties in writing.

### **E. Cancellation**

1. With Cause: In the event the Host School fails to meet the terms and conditions of the Agreement, or fails to provide services in accordance with the provisions of the Agreement, the University may, upon written notice of default transmitted via Certified Mail to the Host School, cancel the Agreement effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date the University mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy, but shall be in addition to any other rights and remedies provided for by law.

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

### **F. Access to and Retention of Records**

The Host School shall maintain adequate records regarding the Pre-ETS program and participant participation. Authorized personnel of the University, U.S. Department of Education or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, and other appropriate state entities shall have the right of access to records of Host School which are pertinent to the performance of the Agreement, in order to audit, examine, make excerpts and/or transcripts. The Host School shall be required to maintain all records for three (3) years after all pending matters are closed.

### **G. Compliance with State and Federal Laws**

Each Party to this Agreement shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the each Party, without reliance on or direction by the other.

Each Party hereto agrees to be responsible for its own negligent acts and omissions and those of its employees and agents as provided by the Oklahoma Governmental Tort Claims Act, 51 O.S. 1991, sec 151, et seq., as amended.

If the University notifies the Host School of a possible compliance issue, the Host School must submit an explanation to the University within forty-five (45) days of the notification. If upon receipt of the explanation the University determines the Host School is out of compliance, the Host School will have 30 days to remedy the non-compliance. If after that time the University determines the Host School has not resolved the compliance issue, the University may take any or all, but not limited to, the following options:

1. suspension of the Contract;
2. withholding of additional Contracts;
3. requiring an immediate audit of all records pertaining to the Contract;
4. the University, within 21 days of receipt of reports, shall complete review;
5. the University may choose to make an allowance on any compliance issue if appropriate documentation for the non-compliance action can be furnished.

Neither Party shall be liable for any damages resulting from any delay in delivery or failure to give notice of delay that directly or indirectly results from the elements, acts of God, delays in transportation, or delays in delivery by any cause beyond the reasonable control of the Parties.

#### **H. FERPA**

Each Party to this Agreement agrees to abide by the limitations on redisclosure of personally identifiable information from education records as set forth in the Family Educational Rights and Privacy Act (34 CFR 99.33(a)(2))

#### **I. Clean Air Act**

Each Party agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq. The Host School agrees to report each violation to the University, and understands and agrees that the University will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

#### **J. Employment Relationship**

This Agreement does not create an employment relationship. Individuals performing services required by the Agreement are not considered employees of the University. The Host School's employees shall not be considered employees of the University for any purpose, and as such shall not be eligible for benefits accruing to University employees.

The University shall provide access to staff as needed to meet the requirements contained herein.

## **K. Contract Jurisdiction**

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

This Agreement is the product of negotiations between the Parties, each of which has had the opportunity to consult counsel prior to the execution hereof. Therefore, the Parties agree that if this Agreement needs to be interpreted by any court (or other tribunal) having jurisdiction, no conclusions or inferences of the law shall be drawn in favor of or against either Party on the basis of which Party drafted the term or provision at issue.

## **L. Severability**

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

## **M. Ownership and Copyrights**

All curriculum, instructional materials, software, reports, and videos (hereinafter “Intellectual Property”) are being developed exclusively for the University or purchased by the University and shall be the property of the University. Intellectual Property created and copyrighted or trademarked by the other Party outside of the Contract shall be retained by same. This article shall not be construed to alter or diminish ownership rights provided under state or federal law or regulations.

## **N. Accessibility**

Pursuant to Title 74, Section 85.7d and OAC 580:15-6-22 electronic and information technology procurements, agreements, and contracts shall comply with applicable Oklahoma Information Technology Accessibility Standards issued by the Oklahoma Office of State Finance. EIT Standards may be found at [www.ok.gov/DCS/Central\\_Purchasing](http://www.ok.gov/DCS/Central_Purchasing) Upon request, the Host School shall provide a description of conformance with the applicable Oklahoma Information Technology Accessibility Standards for the proposed product, system or application development/customization by means of either a Voluntary Product Accessibility Template (VPAT) or other comparable document.

## **O. Entire Agreement**

This Agreement constitutes the entire Agreement and understanding between the Parties and supersedes all prior and/or contemporaneous discussions, representations, or contracts, whether written or oral, of the Parties relating to the work to be performed.

## **Section 5: Signatures**

The Parties hereto agree that they may conduct the transaction by electronic means and hereby state that electronic signature shall have the same force and effect as an original signature.

THE HOST SCHOOL REPRESENTS THAT IT HAS READ AND UNDERSTOOD THE TERMS OF THIS AGREEMENT AND MADE NO CHANGES TO THE TERMS OF THIS AGREEMENT. BY PLACING THE SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, THE HOST SCHOOL AGREES TO BE BOUND BY THIS AGREEMENT.

## Host School

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Signature

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Date

---

Print Name and Signatory Title



# Coversheet

## Edgewood Partners Insurance Center (EPIC) Appointment

**Section:** II. Consent Agenda  
**Item:** K. Edgewood Partners Insurance Center (EPIC) Appointment  
**Purpose:**  
**Submitted by:**  
**Related Material:**  
Edgewood Partners Insurance Center (EPIC) - 8\_20\_2025 to 6\_30\_2026.pdf


**TULSA HONOR ACADEMY**

... ACADEMICS - CHARACTER - EXCELLENCE ...

**CONTRACT COVER SHEET**
**BASIC INFORMATION**

<b>Vendor:</b>	Edgewood Partners Insurance Center (EPIC)
<b>Description of Service:</b>	Insurance Broker
<b>Jurisdiction or Governing Law:</b>	N/A
<b>Term of contract:</b>	8/20/2025 to 6/30/2026
<b>Funding Source:</b>	General Fund
<b>Total Cost:</b>	\$0.00
<b>THA Signer:</b>	Chief Executive Officer
<b>Contract Type:</b>	New Contract If Renewal, price change notes: N/A
<b>Termination Clause:</b>	The contract requires N/A days notice to terminate.
<b>Term:</b>	Term is within this fiscal year (preferable)
<b>THA Relationships or Conflicts of Interest:</b>	N/A
<b>Notes for Clarity:</b>	Signing this letter would close THA's partnership with Rich and Cartmill as our insurance broker. EPIC would take over and work to get us improved insurance options for our upcoming renewals.

**NOTES FROM THA STAFF**

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

N/A



**TULSA HONOR ACADEMY**  
... ACADEMICS - CHARACTER - EXCELLENCE ...

**THA NETWORK OFFICE**  
**1421 S. SHERIDAN RD.**  
**TULSA, OK 74112**  
**918-324-4768**

8/20/2025

**RE: Tulsa Honor Academy**

**P&C Insurance Policies:**

**Property/Liability/Directors&Officers/Workers Compensation/Umbrella/E&O**

To Whom It May Concern:

This confirms that as of 8/20/2025 we have appointed Edgewood Partners Insurance Center (EPIC) as our exclusive insurance broker with respect to our Commercial Insurance Program and Employee Benefits Program. The appointment of EPIC rescinds all previous appointments, and the authority contained herein shall remain in full force until cancelled in writing.

EPIC is hereby authorized to negotiate directly with any interested company as respects changes in existing insurance policies and in closing, changing, increasing, or canceling insurance carried under temporary Binders or cover notes. We understand, however, that they will not share responsibility for any deficiencies in the insurance program to which this letter applies until this appointment has been accepted and they have had a reasonable opportunity to make a review and to provide us with their recommendations.

This letter also constitutes your authority to furnish EPIC with all information that may be requested as it pertains to our insurance contracts, rates, rating schedules, surveys, claims/losses, reserves, retentions and any other financial data they may wish to obtain for their study of our present and future requirements in connection with the insurance program to which this letter applies. We request that you do not communicate such information to anyone else.

We also request that you waive the 10-day waiting period and recognize EPIC as our broker effective on the date they are appointed above.

Finally, by signing below we confirm that this letter was written, signed, and sent without inducement, suggestion, persuasion, or solicitation by any individual or entity and, instead, expresses our independent selection of our preferred insurance broker.

Sincerely,

Elsie Urueta  
Founder and Chief Executive Officer  
Tulsa Honor Academy

# Coversheet

## Oklahoma Association of Student Council Membership

<b>Section:</b>	II. Consent Agenda
<b>Item:</b>	L. Oklahoma Association of Student Council Membership
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Oklahoma Association of Student Council - 8_15_2025 to 8_1_2026.pdf


**CONTRACT COVER SHEET**
**BASIC INFORMATION**

<b>Vendor:</b>	Oklahoma Association of Student Council
<b>Description of Service:</b>	HS Student Council Membership Fee
<b>Jurisdiction or Governing Law:</b>	State of Oklahoma
<b>Term of contract:</b>	8/15/2025 to 8/1/2026
<b>Funding Source:</b>	Activity Fund: HS StuCo
<b>Total Cost:</b>	\$125.00
<b>THA Signer:</b>	Chief Executive Officer
<b>Contract Type:</b>	Renewal If Renewal, price change notes: Same price
<b>Termination Clause:</b>	The contract requires 0 days notice to terminate.
<b>Term:</b>	Term is within this fiscal year (preferable)
<b>THA Relationships or Conflicts of Interest:</b>	None
<b>Notes for Clarity:</b>	One time membership payment of \$125. This will give access to Basic and Advance Leadership Workshops next summer, State Convention for OASC and other opportunities for scholars to advance in their leadership.

**NOTES FROM THA STAFF**

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

# 2025-26 OASC Membership

The Oklahoma Association of Student Councils (OASC) provides leadership development and training opportunities for both students and advisors throughout the year. Participation by member schools in any and all OASC Events and Activities is voluntary. OASC membership is required to attend OASC events. Membership in the OASC is open to accredited secondary 9-12 grade schools.

OASC Membership Dues correspond with the school year. The OASC Dues were increased in 2024 advisor meeting by \$25, so from \$125 to \$150 and will cover membership from August 1, 2025 to. July 31, 2026. Advisors voted in favor of that motion so this year, our membership dues will be \$150.

Please complete the form below and mail the invoice from your email confirmation along with the \$150 dues payment payable to the OASC.

Oklahoma Association of Student Councils

Shawn Freeman, Executive Director

1111 East Central Blvd

Ada, OK. 74820

\*\*\*Please make sure that you have cleared out any OASC vendors in your school system EXCEPT OASC Executive Director with the Ada Address, BASIC with the Tulsa Address and Advanced with the Ada Address. Sending your payments to the incorrect vendor delays the payment process.

SUBMITTING THIS FORM IS A DIGITAL CONTRACT BETWEEN YOUR SCHOOL AND THE OASC. BY SUBMITTING THIS FORM YOUR SCHOOL GUARANTEES PAYMENT OF ABOVE REGISTRATION FEES TO OASC BEFORE FALL BREAK!

[cmoore@tulsahonor.org](mailto:cmoore@tulsahonor.org) [Switch account](#)

Email\*

Name of School\*

School Street Address\*

City\*

Zip code\*

School Phone Number\*

Type of School\*

Rural

Suburban

Urban

Virtual

Private

OASC District\*

District 1

District 2

District 3

District 4

District 5

District 6

District 7

District 8

District 9

District 10

District 11

District 12

District 13

District 14

UNSURE

OSSAA Classification\*

B

A

2A

3A

4A



5A

6A-1

6A-2

Member of National Association of Student Councils NASC\*

Yes

No

Would you like more information about NASC?\*

Yes

No

Are you a member of Jostens Renaissance?\*

Yes

No

Would you like more information about Jostens Renaissance?\*

Yes

No

Principal's Name (First Last)

Principal's Email\*

Advisor Information

Advisor's Name (First)\*

This is a required question

Advisor's Name (Last)\*

Advisors Email \*\*\*MAKE SURE THIS IS CORRECT TO GET STATE LINK AND LINK FOR MEMBER'S ONLY SECTION OF WEBSITE\*

Advisor's Cell Phone Number\*

Number of Years as an advisor\*

Are you a Leadership Teacher in your school?\*

Yes

No

Are you an Activities Director in your school?\*

Yes

No

#### Co-Advisor

Co-Advisor's First Name

Co-Advisor's Last Name

Co-Advisor's Email OR personal email for advisor

Co-Advisor's Cell Phone Number

Number of Years as an co-advisor

#### Student Council President Information

In order to share information with council presidents and give them access to the OASC First, please provide us the following information

President's First Name\*

President's Last Name\*

President's Email (reminder school emails may block the OASC First so they may want their personal email used for this\*)

### OASC Membership

Select up to 5 areas that would be helpful to you as an advisor.

What information would be helpful to you as

Constitution

Advisor Workshops

Data Base of Ideas

School Exchanges

Officer Trainings

How to get more involved in the OASC

Hosting a District Conference

Hosting a State Convention

BASIC Leadership Workshops

Advanced Leadership Workshops

Working a summer workshop for the OASC

Elections

Spirit Ideas

Fundraising

Community Service Ideas

Leadership Class

Inspiring and Motivating Members

Speakers

Additional questions or information you would like us to send your way or suggestions for the OASC to have for advisors.

# Coversheet

## 7Gen Coaching for Chief of Staff

<b>Section:</b>	II. Consent Agenda
<b>Item:</b>	M. 7Gen Coaching for Chief of Staff
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	2025-2026 7Gen Coaching.pdf

To make things official, please review and sign the agreement below. If you have any questions along the way, please reach out. We want to ensure you have all the information you need.

# CONSULTING AGREEMENT

This CONSULTING AGREEMENT (the “Agreement”), is entered into as of Mon, Sep 1, 2025 (the “Effective Date”), by and between 7Gen Legacy Group, a Nevada limited liability company (“Consultant”), and Elsie Urueta of Tulsa Honor Academy (“Client”), each referred to as the “party” and collectively the “parties”.

## Background

**WHEREAS**, Consultant is in the business of providing consulting services and assistance, and Consultant has knowledge and experience to provide such information, evaluation, and analysis to assist the Client in furthering the execution and efficiency of Client’s business and/or Client’s personal development (“Consulting Services”).

**WHEREAS**, the parties have entered into an Agreement wherein Client has agreed to hire Consultant to provide consulting and coaching services for him/her (the “**Program**”).

**WHEREAS**, Consultant desires to offer services to Client upon the terms and conditions hereinafter set forth.

## 1. Contracted Services

Consultant shall perform Consulting Services as outlined in the original proposal and also detailed in the **Services** section of this Contract.

**9 months of Option 2: Executive Coaching for Chief of Staff/Acting CEO for 10 Months at \$3,000 for a total of \$27,000**

Triad Coaching Call:

- One 75- minute virtual work/think session focused on setting leadership goals and outcomes with CEO (scheduled in August)

Executive Coaching

- An articulated personal legacy statement
- 50-minute legacy coaching sessions that follow a customized 7Gen learning path, up to 2 per month
- Follow-up notes and resources after each session

Side-by-Side support

- Up to 4 hours per month of access to 7Gen team for ad-hoc review, drafting, and support to move your legacy forward.

Access to 7Gen tools and resources to continue building your legacy

Final recommendation report

*Not Responsible for Success.* Consultant shall not be responsible for success of Client or participation, as that will be the sole responsibility of the Client.

*Participation.* Client shall be responsible for ensuring Client participates in all Services listed herein. Consultant shall not be responsible for Client's failure to participate in said Services, nor shall Consultant be obligated to reschedule or reoffer Services Client missed.

## 2. Payment for Services

*Fees.* The Consultant shall be paid the total cost outlined in Section 1: Contracted Services within 30 days of the completion of all work which shall constitute payment in full for the Services performed or to be performed on accordance with this Agreement. Due to the nature of said Services, Client understands and agrees that all payments are nonrefundable.

*Payment Options.* Client shall render said fees to Consultant in accordance with the payment arrangement selected below:

- 50% of total cost of contracted services invoiced upon contract execution, remaining 50% to be invoiced monthly in the form of a monthly retainer.



**Agreement and Payment.** Client shall submit a signed copy of this Agreement with payment before any Services are rendered by Consultant. If Client views this Agreement and pays Consultant for Services without providing a signed copy of this Agreement, the viewing and payment shall constitute as mutual assent and therefore an enforceable contract.

**Chargebacks.** Once trainings, consultation or proprietary systems are accessed, if Client submits any disputes to their bank regarding the owed fees withdrawn from their account by Consultant, Client shall become responsible for the full past due fee amount, accrued interest in the amount of 10% per day and all chargeback fees incurred. Accrued interest fee will be calculated from the initial date the payment became due.

**Disputes Regarding Fees.** If Consultant seeks outside counsel or a debt collection agency to resolve any disputes regarding unpaid fees, Client shall be responsible for the payment of the past due fee and any attorney or debt collection agency fees incurred to collect the debt. An accrued interest fee of 10% per day from the initial due date of payment will apply.

**Card Authorization.** By reading and signing this Agreement, Client gives the Consultant permission to debit Client's account if past due service fees are not paid in full in accordance with this Agreement, or if a chargeback occurs. This is permission for a single transaction only and does not provide authorization for any additional unrelated debits or credits to your account.

### **3. Contingency**

Consultant's earnings in the sum of set forth in section one (1) for the work performed in accordance with this Agreement are earned upon receipt and not contingent upon the results or effectiveness of the Services.

### **4. Term**

Consultant's earnings in the sum of set forth in section one (1) for the work performed in accordance with this Agreement are earned upon receipt and not contingent upon the results or effectiveness of the Services.

### **5. Termination**

This Agreement will automatically terminate when the Services listed herein are rendered. Consultant reserves the right to terminate this Agreement due to Client breaching said Agreement, with a 30-day written notice. Either party may terminate this Agreement without cause by providing 30 days' written notice to the other party. Payment for Services shall not be refunded due to any termination of this Agreement.

### **6. Disclaimer of Consequential Damages**



Notwithstanding any provision to the contrary, in no event shall Consultant be liable to Client for any incidental, consequential, special, exemplary or indirect damages, lost business profits or lost data arising out of or in any way related to the Services.

## 7. Support and Maintenance

Any support and maintenance Services shall be contracted under a separate agreement upon the termination of this initial Agreement, or Client can elect to enter into an individual consulting agreement between Consultant and Client.

## 8. No Guarantee

The parties hereto acknowledge and agree that Consultant cannot guarantee the results or effectiveness of any of the Services rendered or to be rendered by Consultant. Rather, Consultant shall conduct its operations and provide its Services in a professional manner and in accordance with good industry practice. Consultant will use its best efforts and does not guarantee and specific results.

## 9. Non-Solicitation

During the Term of this Agreement with the Consultant and in perpetuity following the termination of this Consultant Agreement with Client, the Client shall not for any reason, cause directly or indirectly:

- solicit for employment, or employ any person who, at the time of such solicitation or employment, is an employee or independent contractor of the Consultant or its affiliates or was employed or engaged by the Consultant or its affiliates during the twelve (12) month period prior to the solicitation or employment or induce or attempt to induce any person to terminate his employment or engagement with the Consultant or its affiliates; or
- do business with or solicit clients of the Consultant or its affiliates, or engage in any activity intended to terminate, disrupt or interfere with the Consultant or its affiliates relationships with their clients.

## 10. Disparaging Comments

*Disparaging Remarks.* Client shall not, at any time during the Term and thereafter, make statements or representations, or otherwise communicate, directly or indirectly, in writing, orally, via social media or otherwise, or take any action which may, directly or indirectly, disparage Consultant or their respective officers, directors, employees, advisors, businesses or reputations.

## 11. Proprietary Use

*Ownership of Materials.* All materials, including, but not limited to, worksheets, PowerPoints, activity materials, training program materials, documents, and all content (collectively, the "Materials") developed by Consultant in connection with the provision of the Services to Client, shall belong exclusively to Consultant.

*License.* To the extent of this Agreement, Client is given a non-exclusive license to use the Materials provided by Consultant. Any improper use of said Materials will result in an immediate nonrefundable termination of this Agreement and/or liquidated damages depending upon the gravity of use.

- This license is individual and non-transferable.
- It is forbidden to resell or use the Materials in a context that might be slanderous, immoral, offensive, or degrading.
- Consultant certifies that it is entitled to all the commercial rights pertaining to the Materials.
- All rights pertaining to the Materials are owned by Consultant. The granting of this license does not imply a transfer of ownership. The Materials are protected by the laws on royalty and copyright. You are therefore under the obligation to use the Materials like any other protected material.

## 12. Indemnification

Client shall defend, indemnify, and hold harmless Consultant and Consultant's officers respective officers, directors, employees, agents, successors, and permitted assigns from and against all Losses arising out of or resulting from any claim, suit, action, or proceeding (each, an "**Action**") arising out of or resulting from:

- Client's breach of any representation, warranty, or obligation of Client set forth in this Agreement; or
- Client's or its representative's gross negligence or willful misconduct.

Consultant shall defend, indemnify, and hold harmless Client and Client's officers respective officers, directors, employees, agents, successors, and permitted assigns from and against all Losses arising out of or resulting from any claim, suit, action, or proceeding (each, an "**Action**") arising out of or resulting from:

- Consultant's breach of any representation, warranty, or obligation of Consultant set forth in this Agreement; or
- Consultant's or its representative's gross negligence or willful misconduct.

## 13. Limitation of Liability

Under no circumstances shall Consultant, its contracted providers, officers, agents, or anyone else involved in creating, producing, or distributing Client's Services be liable for any direct, indirect, incidental, special or consequential damages that result from the use of or inability to use the Services; or that results from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission or any failure of performance, whether or not limited to acts of God, communication failure, theft, destruction or unauthorized access to Client's records, programs or Services.



## 14. No Fiduciary Duty

The parties are completely separate entities and are not fiduciaries, partners, joint ventures, or agents of the other in any sense and neither will have the power to bind the other by virtue of this Agreement. No act or assistance given by Consultant according to this Agreement will be construed to alter the relationship.

## 15. Confidentiality

*Confidentiality.* The parties agree to hold each other's proprietary or confidential information in strict confidence. The parties agree not to make each other's proprietary or confidential information available in any form to any third party or to use each other's proprietary or confidential information for any purpose other than as specified in this Agreement. Each party's proprietary or confidential Information shall remain the sole and exclusive property of that party.

*Equitable Relief.* The parties agree that in the event of use or disclosure by the other party other than as specifically provided for in this Agreement, the non-disclosing party may be entitled to equitable relief. Notwithstanding termination or expiration of this Agreement, Consultant and Client acknowledge and agree that their obligations of confidentiality with respect to proprietary or confidential Information shall continue in effect for a total period of three (3) years from the Effective Date.

## 16. Remedies

The Parties to this Agreement acknowledge that the Program is of a special, unique, and extraordinary character; that Client shall acquire information with respect to Consultant's techniques; that in the event Client is found to be in breach of his/her obligations under this Agreement by a court of competent jurisdiction, the Parties agree that amount of actual monetary damages to Consultant cannot be adequately measured and for that reason, it is hereby agreed that Consultant shall be entitled to the sum of Ten Thousand Dollars (\$10,000.00) as liquidated damages and not as a penalty (the "**Liquidated Damages**").

## 17. Miscellaneous Provisions

- *Disclaimer.* Client is solely responsible for creating and implementing his/her own physical, mental, and emotional well being, for the decisions, choices, actions, and results arising out of the or resulting from the program. As such, client agrees that consultant is not and will not be liable or responsible for any actions or inactions, of for any direct or indirect result of any Services provided by consultant. Client understands that the program is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease.

- **Waiver of Law.** This Agreement does not alter or waive any provision of the Law except as expressly provided herein; provided, however, each party hereby expressly waives the provisions of the Law to the full extent permitted by the Law in order to uphold the provisions and validity of this Agreement and to cause this Agreement to be valid, binding, and enforceable in accordance with its terms upon each of the parties.
- **Notices.** Any notice under this Agreement shall be deemed sufficiently given by one party to another if in writing and if and when delivered or tendered either in person, certified mail, or electronic mail addressed to the person whom notice is being given at that person's address appearing on the records of Consultant or its registered agent.
- **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Nevada. Any action to enforce this Agreement must be brought within the state whose laws govern this Agreement. No action by Client arising under this Agreement may be brought at any time more than one (1) year after the facts occurred upon which the cause of action arose.
- **Disputes.** Client and Consultant agree to make a good- faith effort to resolve any disagreement arising out of, or in connection with, this Agreement through negotiation. Should the parties fail to resolve any such disagreement within ten (10) days, any controversy or claim arising out of or relating to this Agreement, including, without limitation, the interpretation or breach thereof, shall be submitted by either party to arbitration in Nevada.
- **Attorney's Fees and Costs.** If Consultant has to bring any legal action to enforce or interpret the terms of this Agreement, Consultant shall be entitled to reasonable attorney's fees, costs and necessary disbursements incurred both before and after judgment, in addition to any other relief to which such party may be entitled.
- **Entire Agreement.** This Agreement and all exhibits, set forth the entire agreement between the parties with regard to the subject matter hereof. No other agreements, representations, or warranties have been made by either party to the other with respect to the subject matter of this Agreement, except as referenced herein. This Agreement may be amended only by a written agreement signed by both parties.
- **Severability.** In the event that a court finds any provision of this Agreement invalid and/or unenforceable, the parties agree that the remaining provisions shall remain valid and enforceable.
- **Assignment.** Neither party may assign this Agreement or any of its rights or obligations or the license hereunder, without the prior written consent of the other.
- **Time.** Time is of the essence of this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have duly entered and executed this Agreement as of the day and year first above written and represent and warrant that the party executing this Agreement on their behalf is duly authorized.

---

Shawna Wells

\* Signature required

shawna@7genlegacygroup.com

---

Elsie Urueta

\* Signature required

eurueta@tulsahonor.org

Please fill out your complete address below (include street, city, state, and zip code).

E.g. 742 Evergreen Terrace, Springfield

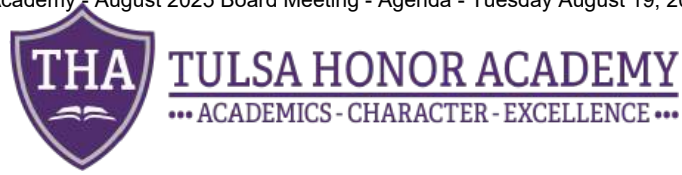
\* This question is required

# Coversheet

## Recognition of Days to Hours Calculation

**Section:** II. Consent Agenda  
**Item:** N. Recognition of Days to Hours Calculation  
**Purpose:**  
**Submitted by:**  
**Related Material:** 25-26 Days to Hours Calculations (1).pdf





## 2025-2026 DAYS TO HOURS CALCULATION

### DAYS TO HOURS CALCULATION

To acknowledge that Tulsa Honor Academy's 2025-2026 Academic Calendar meets or exceeds the state's updated days to hours calendar, we have calculated THA's days to hours below.

	THA's 2025-2026 Calendar	Max Allowed in State Calculation
Instructional Days	173	173
Minutes	450 per day	420 per day
<b>Instruction Days Total Hours</b>	<b>1,297.5</b>	<b>1,211</b>
Professional Development Days	31	5
<b>Professional Development Days Total Hours</b>	<b>248</b>	<b>30</b>
Parent Teacher Conferences	5	2
<b>Parent Teacher Conferences Total Hours</b>	<b>50</b>	<b>12</b>
<b>TOTAL HOURS</b>	<b>1,595.5</b>	<b>1,253</b>

## Coversheet

### Revised Board Policies: Administering Medication to Scholars Policy, Scholar Code of Conduct, Employee Harrassment Policy, FERPA Policy, Days to Hours Policy

**Section:** II. Consent Agenda  
**Item:** O. Revised Board Policies: Administering Medication to Scholars Policy, Scholar Code of Conduct, Employee Harrassment Policy, FERPA Policy, Days to Hours Policy  
**Purpose:**  
**Submitted by:**  
**Related Material:** August 2025 Revised Policies.pdf





## ADMINISTERING MEDICATION TO SCHOLARS POLICY

If a scholar is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - a. scholar's name,
  - b. name and strength of medication,
  - c. dosage and directions for administration,
  - d. name of physician or dentist,
  - e. date and name of pharmacy, and
  - f. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the main office in person by the parent or guardian of the scholar unless the medication must be retained by the scholar for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- a. purpose of the medication,
- b. time to be administered,
- c. whether the medication must be retained by scholar for self-administration,
- d. termination date for administering the medication, and
- e. other appropriate information requested by the principal or the principal's designee.

2. Self-administration of inhaled asthma medication by a scholar for treatment of asthma, an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a scholar for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the scholar must also provide a written statement from the physician treating the scholar that the scholar has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

- a. The parent or guardian must provide the school with an emergency supply of the scholar's medication to be administered as authorized by state law.
- b. The school district will inform the parent or guardian of the scholar, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the scholar.
- c. Permission for the self-administration of asthma, anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.



- d. A scholar who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler anaphylaxis medication, or replacement pancreatic enzyme medication at all times.
- e. Definitions:
  - i. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.
  - ii. Self-administration means a scholar's use of medication pursuant to prescription or written direction from a physician.

**In the event a student is believed to be having an anaphylactic reaction or respiratory distress, a school employee shall contact 911 as soon as possible. If Epinephrine is administered to a student, a school employee shall contact 911 as soon as possible. The school district shall notify the parent or guardian of any student who experiences a possible allergic reaction as soon as possible via phone call.**

**Annually, THA will require training for teachers and school employees who are directly responsible for students on the topics of food allergies, recognizing anaphylaxis, and instruction on how to administer Epinephrine. Documentation certifying completion of the required training shall be retained in the personnel file of the teacher or school employee. The training may be provided online or in person by a recognized food allergy and anaphylaxis training program.**

3. Scholars shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Scholars applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other scholars. Scholars shall not be allowed to apply sunscreen to other scholars. Scholars who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.

4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody and with written instructions from the scholar's physician when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the scholar's physician.

The leader, or leader's designee, will:

- a. Inform appropriate school personnel of the medication being administered
- b. Keep an accurate record of the administration of the medication
- c. Keep all medication in a locked cabinet except medication retained by a scholar
- d. Return unused prescription medication to the parent or guardian only



The parent, guardian, or person having legal custody of the scholar is responsible for informing the designated official of any change in the scholar's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

Medication will be returned to the guardian at the conclusion of the school year and will be disposed of if not picked up within one week of the last day of school.

**LEGAL REFERENCE:**

**ADOPTED:** 05/06/2025; revised 08/19/2025



## AMENDMENT TO SCHOLAR AND FAMILY HANDBOOK & STAFF HANDBOOK: ANTISEMITISM

### Scholar and Family Handbook Amendment

#### A. Consequence Level 6: Out of School Suspension (OSS) - Short Term Suspension

##### Infractions

A short term suspension is defined as any out of school suspension that is 10 days or less. Infractions which may warrant an Out of School Suspension include, but are not limited to:

- Being charged with a felony
- Failure to meet individual In School Suspension requirements
- Leaving In School Suspension without permission (still required to complete In School Suspension).
- Repeated offenses for which the scholar has already earned On Notice or In School Suspension
- The use of racial slurs, hate speech, or other form of identity-based harassment or intimidation\*
- Committing sexual or any form of harassment or intimidation
- Possession, use, or distribution of non-tobacco e-cigarette, vaping device, or associated equipment
- Lying during an investigation (relative to the consequences and severity of the issue(s) or situation(s) being investigated) including omission of truth, lying to avoid a consequence, or lying to protect others from getting a consequence. This consequence can be combined with any other consequence.
- Behaviors that are a physical danger to others, including rough play, fighting, or extreme force in P.E.
- Making threats, whether empty or real, to the wellbeing of the THA community, including but not limited to bringing weapons to school and physically hurting scholars or staff members.
- Bringing, being in possession of, or being under the influence of alcohol, drugs, tobacco, and/or other intoxicating substances to/at school
- Bringing, being in possession of, or using a weapon to/at school. (pursuant state statute 21 O.S. 1991, § 95. a weapon is any implement likely to produce death, bodily harm, or fear of death or bodily harm in the manner it is used or attempted to be used.)
- Assault of staff, school volunteers, or other scholars
- Missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school hours and/or activities



\*The use of racial slurs, hate speech, or other forms of identity-based harassment or intimidation includes the prohibition of antisemitism. “Antisemitism” has the same meaning as provided for by the International Holocaust Remembrance Alliance Working Definition of Antisemitism, including its contemporary examples, as it was adopted on May 26, 2016 – “Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.” The contemporary examples may be found at <https://holocaustremembrance.com/resources/working-definition-antisemitism>. Prohibited conduct as it specifically relates to antisemitism includes harassment and discrimination against Jews in compliance with Title VI of the Civil Rights Act of 1964 and antidiscrimination regulations provided by the United States Department of Education and the United States Department of Justice. Public schools shall treat harassment of or discrimination against scholars or employees or resulting from institutional policies or programs on their campuses motivated by or including antisemitic intent in an identical manner to discrimination motivated by race.

### **Staff Handbook Amendment Harassment Policy**

Tulsa Honor Academy expressly prohibits any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability, military status or any other status protected by federal, state or local law.\*

\*This includes the prohibition of antisemitism. “Antisemitism” has the same meaning as provided for by the International Holocaust Remembrance Alliance Working Definition of Antisemitism, including its contemporary examples, as it was adopted on May 26, 2016 – “Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.” The contemporary examples may be found at <https://holocaustremembrance.com/resources/working-definition-antisemitism>. Prohibited conduct as it specifically relates to antisemitism includes harassment and discrimination against Jews in compliance with Title VI of the Civil Rights Act of 1964 and antidiscrimination regulations provided by the United States Department of Education and the United States Department of Justice. Public schools shall treat harassment of or discrimination against



scholars or employees or resulting from institutional policies or programs on their campuses motivated by or including antisemitic intent in an identical manner to discrimination motivated by race.

**LEGAL REFERENCE:** 70 O.S. § 24-163

**ADOPTED:** 08/19/2025

## **I. SCHOLAR RECORDS: FERPA**

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Under the Family Educational Rights and Privacy Act (FERPA), parents have certain rights with respect to their children's education records. These rights transfer to the scholar when he or she reaches the age of 18 or attends a school beyond the high school level.

### **A. Definition of Scholar Records**

"Scholar Records" shall mean any written or recorded information concerning a scholar by which a scholar may be individually identified and which the Tulsa Honor Academy maintains. They may include, but are not limited to, the following; basic identifying information, academic transcript, attendance records, health records, performance scores on standardized assessments, disciplinary records, records from previous schools, recorded information maintained by a staff member for his or her exclusive use, or his or her substitute, shall not be considered a part of the scholar records.

### **B. Inspection of Scholar Records**

Parents shall have the right to inspect, challenge and copy scholar records of that parent's child until one of the following events occurs:

- a) The scholar attains 21 years of age; or
- b) The scholar attains 18 years of age and declares himself or herself financially independent of his or her parents.

Scholar records shall be made available to parents and eligible scholars within fifteen (15) school days of the time a written request for review is submitted to the records custodian.

### **C. Right to Control Access of Scholar Records**

School officials shall release scholar records to the official records custodian of another school in which the scholar has enrolled or intends to enroll upon the written request of such official or scholar, provided that the parent receives prior written notice of the nature and substance of the information to be transferred. Parents may, upon written request, inspect, copy, and challenge such information. This includes State assessment and discipline record transfers.

Once parents have been notified of their right to inspect, copy, and challenge information to be transferred to another school and the parents do not respond within ten (10) school days, the records shall be forwarded to the requesting school.

### **D. Access to Records without Parent Consent**

School staff members who have a current and legitimate educational interest in the scholar records shall have access as needed for professional purposes to both the scholar's permanent and temporary records.

School officials shall release scholar records without parent permission pursuant to a

valid court order or subpoena presented by local, state, or federal officials. However, the school officials shall notify the parents in writing regarding the judicial order and the information so provided.

Scholar records may be made available to researchers for statistical purposes, provided that: a) Permission has been received from the State Superintendent of Education; and b) No scholar or parent shall be personally identified from the information released.

Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the scholar or other persons.

If a scholar is 18 years of age and the scholar is financially independent of parents, the scholar may request the parents be denied access to his or her records.

A scholar who desires to declare himself or herself financially independent of his or her parents shall submit a request in writing to the school's records custodian.

#### **E. Challenge Procedures**

A parent shall have the right to challenge the accuracy, relevance, or propriety of any entry in the scholar records of his or her child, exclusive of grades. A request to challenge the contents of a scholar record shall be made in writing to the school by the parents and shall state in specific terms what entries in their child's record are being challenged.

The Principal shall conduct an informal conference with the parents within fifteen (15) school days of the receipt of the written challenge.

#### **F. Maintenance of School Records**

Scholar permanent records and the information contained therein shall be maintained for a period of eighty (80) years after the scholar has transferred, graduated or permanently withdrawn from school.

Scholar temporary records shall be maintained until August 1st of the year the scholar transfers, graduates or permanently withdraws from school. The records of special education scholars shall be maintained for a period of five (5) years. Information maintained by staff members for their exclusive use shall be destroyed by the staff member maintaining the information no later than the scholar's transfer, graduation or permanent withdrawal from the school.

The Chief Executive Officer or her designee shall be responsible for having all scholar records verified and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information on all scholars' files.



## **G. Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Tulsa Honor Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Tulsa Honor Academy may disclose appropriately designated "directory information" without written consent, unless you have advised Tulsa Honor Academy to the contrary in accordance with Tulsa Honor Academy procedures. The primary purpose of directory information is to allow Tulsa Honor Academy to include information from your child's education records in certain school publications. Examples include yearbook, KOTQ, and promotion ceremony programs.

Tulsa Honor Academy considers the following pieces of scholar-specific information directory information:

- Name
- Grade Level
- Student Email Address
- Parent/Guardian Name/s
- Parent/Guardian Email Address
- Address
- Telephone Number
- Activities and Sports
- Honors and awards received
- Student ID but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity

Tulsa Honor Academy cares about the protection of personal information and will be judicious when choosing whom to disclose directory information.

Families may opt out of disclosure of directory information by submitting a letter requesting to opt out to the school main office within thirty (30) calendar days of the first day of school.

Tulsa Honor Academy may provide specific additional information, including class enrollments, to allow access to electronic resources or tools (such as Clever, Imagine Math, or NWEA MAP).

## **H. Media Release**

Tulsa Honor Academy may feature scholars via photographs, videos, and/or sound recordings

on THA's or a partner organization's social media, website, publications, news releases, and other related mediums. THA may record, film, photograph, interview, and/or publicly exhibit, display, distribute or publish a scholar's name, appearance and spoken words and may use, or allow others to use, those works without limitation or compensation, unless THA receives a completed media release opt-out form signed by the scholar's parent or legal guardian or by the scholar, if 18 years of age or older. An opt-out form can be found in the school's main office.

**ADOPTED:** revised 08/19/2025



## LENGTH OF SCHOOL YEAR - DAYS TO HOUR POLICY

The standard school year shall consist of not less than 181 days; or, for not less than one thousand eighty-six (1,086) hours each school year.

Each school year, by the State Department of Education's notification deadline, Tulsa Honor Academy will notify the State Department of Education, in writing, if the district wishes to utilize a calendar based on school hours.

THA may count no more than thirty (30) hours each school year that are used for attendance of professional meetings toward the one hundred eighty-one (181) days or the one thousand eighty-six (1,086) hours. THA may authorize parent-teacher conferences to be held during a regular school day. If authorized by the school district, parent-teacher conferences may be counted toward the one hundred eighty-one (181) days or the one thousand eighty-six (1,086) hours for no more than six (6) hours per semester, for a total of twelve (12) hours per school year.

If Tulsa Honor Academy adopts a school-hours policy for not less than one thousand eighty-six (1,086) hours, the minimum will be one hundred sixty-five (166) days of instruction each school year.

**LEGAL REFERENCE:** 70 O.S. § 1-109

**ADOPTED:** 9/20/2022; revised 08/19/2025

# Coversheet

## August CEO Report

<b>Section:</b>	III. Information Agenda
<b>Item:</b>	A. August CEO Report
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	2025 August CEO Report.pdf



## CEO REPORT

- [School Year Launch Newsletter](#)
- [Q4 Board Dashboard](#)

### ACADEMICS

#### Professional Development (PD) Update

We wrapped up our 2025 Summer Professional Development program on Tuesday, August 5. Once again, this year's PD was the strongest we've ever had. Our Chief Academic Officer worked really hard to put systems in place to ensure that the quality of PD was consistent from school site to school site and from presenter to presenter. As we continue in our **Pursuit of Excellence**, we believe that Summer PD sets the foundation for the remainder of the school year. If our Summer PD is any indicator of how the rest of our school year will go, we are on track to continuing (and even doing better) the success from the 24-25 school year.

#### Testing Results

While the state released the preliminary results of the OSTP on Friday, July 25, they have not released the final results. We have begun reviewing the preliminary results and hope to share a final analysis at either the September or October board meeting, depending on when the final and comparative results are available.

Additionally, I shared with the THA Board the message I sent to our staff when the OK State Superintendent announced that there would be no state test for grades 3-5 beginning the 25-26 school year. There are still many unknowns at this time. We will continue to update the board, and specifically the Academic Achievement Committee, as soon as we have more information.

#### First Day of School

Our first day of school for the 25-26 school year was on Wednesday, August 6. We started off with a bang! We believe we had one of the strongest start to the school year EVER, and certainly post pandemic. Typically, a strong start to the year indicates a strong overall school year. This was true for us last school year. We are excited to build off of the momentum from last year and the start of this year! We are truly living out our core values of **Equity at our Core** as we strive to provide our scholars greater opportunities in life through educational equity.

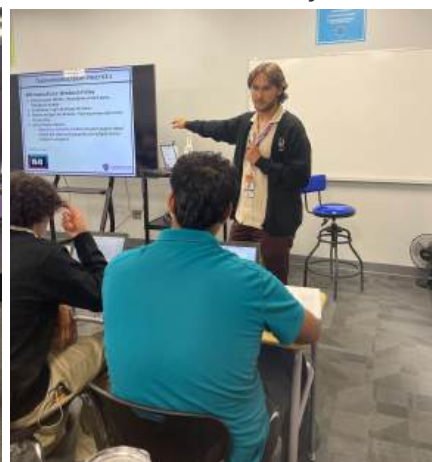




## CULTURE

### Summer PD - Scholar Volunteers

As mentioned above, this year, we took Summer PD to another level. One way in which we did this was by having THA scholars volunteer to give our teachers the opportunity to have authentic practice executing best practices in behavior management and our school wide behavior system. We had 120 scholar volunteers over the course of 4 different days total come to volunteer with THA staff members across all three of our campuses. By providing authentic practice, we are living out our core value of **Real Change Now**. Below are pictures of some of our scholar volunteers at the HS from two different days.



### BOY Celebration

To start off each school year, we host a Beginning of Year Celebration where our entire network comes together one last time to celebrate each other on the last Friday prior to the First day of school. Part of this celebration includes our school wide chant competitions. Below you see our team members from the OC, FMS, HS, and Network teams showing off their school spirit. We also distribute the beginning of year SWAG at this event. It was really joyful and a great way to “wrap-up” Summer PD.







**TULSA HONOR ACADEMY**  
... ACADEMICS - CHARACTER - EXCELLENCE ...

## OPERATIONS

### 25-26 Enrollment

Although we have had many challenges with the transition to TPS's new enrollment platform, overall, we are in a good place with enrollment. Our Ops Teams at the OC and the HS have made big strides. As of Monday, August 11, we are at 100.88% of budgeted enrollment. This is an increase of 4.32% from Wednesday, August 6 (the first day of school). We know we will likely continue to see shifts in enrollment throughout the rest of the month after TPS starts school and the school year settles a bit.

One thing to note, our COO and CoS did a great job of estimating our persistence rate, and therefore setting a realistic budget based on estimated enrollment figures. We predicted that our persistence rate would be slightly higher than the previous years given all other metrics we saw throughout the 24-25 school year. We are proud that this came to fruition. That said, we will continue to enroll scholars and push for maximum enrollment to build a safety cushion throughout the school year.

We will have a much stronger understanding of where we will fall by the September board meeting, and we will give the final October 1 count at the October board meeting.

Below is a snapshot of our enrollment figures from First Day of School to Tuesday, August 12.

All THA								
	Number Enrolled	Number Budgeted	% of budgeted enrollment	Max Enrollment	% of max enrollment	# Counted Absent in any periods	Present Percentage	% of budgeted enrollment if everyone present is everyone coming
8/6	1474	1250	117.92%	1435	102.72%	267	81.89%	96.56%
8/7	1481	1250	118.48%	1435	103.21%	309	79.14%	93.76%
8/8	1481	1250	118.48%	1435	103.21%	239	83.86%	99.36%
8/11	1480	1250	118.40%	1435	103.14%	251	83.04%	98.32%
8/12	1448	1250	115.84%	1435	100.91%	187	87.09%	100.88%

If you know of anyone with a child going into grades 5-11 next school year, please tell them to apply [here](#) when the window opens. Tell them to select Tulsa Honor Academy and to select us as their #1 choice.

### 25-26 Staffing

We are BY FAR in the best position we've been in terms of staffing prior to the first day of school post pandemic. For comparison, by the August 2022 board meeting, we had only filled 91/107 roles and were at 85.04% staffed. By the August 2024 board meeting, we had filled 125.6/135.6 roles and were 92.6% staffed. As mentioned in the last board meeting, our leaders have been working very hard to fill each role. While we are still not fully staffed, our leaders continue to make staffing a priority. We are hopeful that we will be fully staffed soon. Below is a depiction of what roles we still have available as of Monday, August 11. *(Please note that we may have offers out at this moment or may have made new ones since this report was drafted. The % filled accounts for all signed LOAs. By the time of this board meeting, these figures may be slightly off.)*



Site	Total Roles	Open Roles	% Filled
MS	34	1	97.06%
FMS	31	0	100%
HS	51	5.5	89.22%
Network	22.1	1	95.48%
<b>Total</b>	<b>138.1</b>	<b>7.5</b>	<b>94.57%</b>

Type of Role	Total Roles	Open Roles
Gen. Ed. Teachers	73.5	3
SPED/ELD Teachers	8.5	1.5
Operations	27.1	3
Mid-Level Leaders	18	0
Senior Leaders	11	0
<b>Total</b>	<b>138.1</b>	<b>7.5</b>

Finally, if you know of any educator interested in joining the THA Familia or in joining a mission oriented team working relentlessly towards one common goal, tell them to apply [here](#).

## OTHER

### CEO Maternity Leave Plan

We have finalized the CEO Maternity Leave plan and have shared with each board member prior to the board meeting. Please review it and reach out to me personally if you have any questions.

## UPCOMING EVENTS

- **August 22:** Partnership for Success Conferences
- **September 1:** Labor Day (NO SCHOOL)
- **September 19:** Professional Development Day (NO SCHOOL for scholars)
- **October 9-10:** Interim Assessment Days
- **October 13:** Fall Break
- **October 14:** Professional Development Day (NO SCHOOL for scholars)
- **October 15:** Day 1 of Q2
- **October 24:** Report Card Pick Up
- **November 7:** THA's 10 Year Celebration



# Coversheet

## Activity Fund Report

<b>Section:</b>	III. Information Agenda
<b>Item:</b>	E. Activity Fund Report
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	August- Activity Fund Report.pdf

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## Coversheet

Tulsa Honor Academy, Inc., as sole member and with authority to act as the director of the business affairs of THA Facilities, LLC, considers the approval of THA Facilities, LLC to enter into a pre-construction agreement with MTC Tulsa LLC for the Jones Elementary facility project.

**Section:** IV. Action Agenda

**Item:** A. Tulsa Honor Academy, Inc., as sole member and with authority to act as the director of the business affairs of THA Facilities, LLC, considers the approval of THA Facilities, LLC to enter into a pre-construction agreement with MTC Tulsa LLC for the Jones Elementary facility project.

**Purpose:**

**Submitted by:**

**Related Material:** THA Facilities LLC - MTC TULSA LLC - 8\_20\_2025 to 6\_30\_2026.pdf



## CONTRACT COVER SHEET

### BASIC INFORMATION

<b>Vendor:</b>	THA Facilities LLC - MTC TULSA LLC
<b>Description of Service:</b>	Preconstruction Services for Jones Elementary Facility Project
<b>Jurisdiction or Governing Law:</b>	Texas
<b>Term of contract:</b>	8/20/2025 to 6/30/2026
<b>Funding Source:</b>	General Fund
<b>Total Cost:</b>	– A fee equal to 0.5% of the Cost of the Work shall be payable to CONTRACTOR for preconstruction phase services. However, this fee shall be waived in full if the Project proceeds to construction with MTC Tulsa, LLC as the Construction Manager, in which case the Preconstruction Fee shall be 0%.
<b>THA Signer:</b>	Chief Executive Officer
<b>Contract Type:</b>	New Contract If Renewal, price change notes: N/A
<b>Termination Clause:</b>	The contract requires 0 days notice to terminate.
<b>Term:</b>	Term is multi-year and with termination clause
<b>THA Relationships or Conflicts of Interest:</b>	Previous Construction Company for Sheridan Campus Project - determined through RFP process
<b>Notes for Clarity:</b>	N/A

### NOTES FROM THA STAFF

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

**PRECONSTRUCTION SERVICES AGREEMENT  
BETWEEN  
THA Facilities LLC  
AND  
MTC TULSA, LLC**

**THIS PROFESSIONAL SERVICES AGREEMENT** (this "Agreement") made effective as of June 16th, 2025, between **THA Facilities LLC** (hereinafter referred to as "OWNER"), with an office at 1421 S. Sheridan Rd. Tulsa, OK 74112 (hereinafter referred to as "OWNER") and **MTC TULSA, LLC**, whose address is 437 East 141st Street Glenpool, OK 74033 (hereinafter referred to as "CONTRACTOR"), for preconstruction services for Owner's intended school campus and associated improvement work all located at 1515 S. 71<sup>st</sup> E. Ave Tulsa, OK 74112 (hereinafter referred to as the "PROJECT").

In consideration of their mutual covenants contained herein, OWNER and CONTRACTOR hereby agree in respect to the performance of preconstruction services by CONTRACTOR and the payment for those services by OWNER as set forth below.

**I. BASIC SERVICES OF CONTRACTOR**

CONTRACTOR shall provide preconstruction services for OWNER in all phases of the PROJECT to which this AGREEMENT applies, serve as OWNER's preconstruction contractor for the PROJECT as set forth below and shall give preconstruction consultation, recommendations and advice to OWNER during the performance of services hereunder. CONTRACTOR shall perform preconstruction services for the PROJECT as more particularly described in Exhibit "A", which is attached hereto and made a part hereof. For the avoidance of doubt, this Agreement shall govern over any conflicting terms and conditions contained in Exhibit "A".

**II. ADDITIONAL SERVICES OF CONTRACTOR**

2.1 If authorized in writing by OWNER, CONTRACTOR shall furnish or obtain from others acceptable to OWNER, Additional Services of the types set forth in Section 2.1 and Section 2.2 herein, and which are not considered part of the normal or customary services and within its Basic Services.

2.1 Additional services, resulting from significant changes in extent of the PROJECT or its design include, but are not limited to, changes in size, complexity, OWNER's schedule, character of construction; and revising previously accepted studies, reports, design documents, or Contract Documents when such revisions are due to causes beyond CONTRACTOR's control; and/or

2.2 Furnishing the services and coordination of subcontractors.

**III. OWNER'S RESPONSIBILITIES**

3.1 OWNER shall provide all reasonably necessary information regarding its requirements for the PROJECT. CONTRACTOR may reasonably rely upon the accuracy of all information provided to it by the OWNER.

3.2 OWNER has or shall furnish all reasonably necessary information about and affecting the site and design.

3.3 If OWNER or CONTRACTOR becomes aware of any fault or defect in the PROJECT or nonconformance with the contract documents, then they shall give prompt notice to the CONTRACTOR or OWNER as the case may be.

3.4 OWNER shall furnish information required of it as expeditiously as necessary for the orderly progress of the work. It shall be the CONTRACTOR's responsibility to timely advise OWNER of all such requirements and restraints with respect to its needs for such information.

3.5 OWNER shall make payment to CONTRACTOR within thirty (30) days from receipt of CONTRACTOR's applicable invoices.

3.6 Owner shall give prompt notice to CONTRACTOR whenever OWNER observes or otherwise becomes aware of any development that affects the scope or timing of CONTRACTOR's services, or any defect in the work of contractor(s).

#### **IV. METHODS OF PAYMENT FOR SERVICES AND EXPENSES OF CONTRACTOR**

4.1 For Basic Services – A fee equal to 0.5% of the Cost of the Work shall be payable to CONTRACTOR for preconstruction phase services. However, this fee shall be waived in full if the Project proceeds to construction with MTC Tulsa, LLC as the Construction Manager, in which case the Preconstruction Fee shall be 0%.

4.2 Additional Services – OWNER shall pay CONTRACTOR for additional services rendered under Section II fees based on hourly rates in Exhibit "B", Rate Schedule, attached hereto and made a part hereof.

4.3 For Reimbursable Expenses – In addition to payments provided for in Paragraphs 4.1 and 4.2 above, OWNER shall pay CONTRACTOR the actual and reasonable costs of all reimbursable expenses incurred in connection with all basic and additional Services. Reimbursable expenses may include reproduction of drawings and specifications, out-of-town travel authorized in advance by OWNER, long distance communications, postage, courier delivery services, and services by specialty contractors authorized in advance by OWNER. Reimbursable expenses, if any, shall not include a mark-up on cost.

#### **V. TIMES OF PAYMENT**

CONTRACTOR shall submit monthly invoices for Basic and Additional Services rendered. OWNER shall make monthly payments in response to CONTRACTOR's monthly invoices.

#### **VI. OTHER PROVISIONS CONCERNING PAYMENT**

6.1 Payments to the CONTRACTOR are due thirty (30) days after receipt by OWNER of billing.

In the event of a bona fide dispute by OWNER of any sums for which payment has been requested, no interest shall be due on such disputed sums until such dispute is resolved, provided all undisputed sums shall have been paid.

Invoices for payment under this AGREEMENT will be addressed as follows:

**Ms. Elsie Urueta, THA Facilities LLC  
c/o Mr. Kyle Rudolph  
Link Group Consulting LLC.  
9010 S 264th E Ave.  
Broken Arrow, OK 74014**

6.2 CONTRACTOR shall maintain accurate records of all amounts billable to and payments made by OWNER hereunder in accordance with recognized accounting practices and in a format that will permit audit. CONTRACTOR agrees that such records shall be maintained for not less than seven (7) years following completion of the PROJECT and will be available for audit by OWNER or its agent whether or not there exists a dispute between OWNER and CONTRACTOR concerning any billing rendered or amounts paid by OWNER hereunder. In the event OWNER disputes any amount billed or any invoice from CONTRACTOR, both parties agree to use their best efforts to resolve such dispute within thirty (30) days after notification of the dispute to CONTRACTOR. So long as OWNER furnishes such written notification, OWNER shall have no obligation to make payment in any amount that OWNER reasonably disputes hereunder pending resolution of the matter in controversy.

#### **VII. PERIOD OF SERVICE**

7.1 The provisions of this Section VII and the various rates of compensation for CONTRACTOR's services provided for elsewhere in this AGREEMENT have been agreed to in anticipation of the orderly and continuous progress of the PROJECT.

7.2 This Agreement shall commence on the effective date set forth above and shall continue thereafter until July 31st, 2027, unless sooner terminated by either party.

7.3 If OWNER has requested significant modifications or changes in the extent of the PROJECT, the time of performance of CONTRACTOR's services shall be adjusted appropriately.

### **VIII. TERMINATION OF AGREEMENT**

8.1 This AGREEMENT may be terminated by OWNER immediately upon written notice to the CONTRACTOR, with or without cause and whether or not CONTRACTOR is in default or breach hereunder. In the event of termination, not the fault of the CONTRACTOR, the CONTRACTOR shall be compensated for all services performed to termination date together with reimbursable expenses then due. In no event shall the CONTRACTOR be entitled to any fee or other compensation for services not actually performed as of the date of termination.

8.2 In the event of termination, for reasons other than the failure, default or breach of CONTRACTOR, by OWNER upon completion of any phase of the Basic Services, progress payments due CONTRACTOR for services rendered through such phase shall constitute total payment for such services. In the event of such termination by OWNER during any phase of the Basic Services, OWNER shall pay CONTRACTOR, in addition to any unpaid amounts due for completion of prior phases, for services rendered during that phase plus all unpaid Additional Services.

### **IX. OWNERSHIP OF DOCUMENTS**

9.1 All cost estimates, schedules, and other work product (hereinafter referred to as "Work Product") prepared pursuant to this AGREEMENT shall be the property of OWNER.

9.2 CONTRACTOR shall provide OWNER with a set of reproducible Work Product. The cost of the reproduction shall be a reimbursable expense to the CONTRACTOR.

9.3 If the AGREEMENT is terminated, CONTRACTOR shall promptly furnish OWNER with a set of reproducible Work Product related to the PROJECT. This set shall become the property of OWNER and is for OWNER's use in completing the PROJECT. OWNER shall pay the reproduction expenses of this set of documents.

### **X. SUCCESSORS AND ASSIGNS**

The OWNER and CONTRACTOR respectively bind themselves, their partners, successors, assigns and legal representation to the other party to this AGREEMENT and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this AGREEMENT. Neither OWNER nor the CONTRACTOR shall assign, sublet or transfer any interest in this AGREEMENT without the written consent of the other; provided, however, that OWNER may assign this AGREEMENT to any affiliated party provided that OWNER shall nevertheless continue to be responsible for payment of all Basic Services, Additional Services, and Reimbursable Expenses incurred through the date of such assignment.

### **XI. DISPUTE RESOLUTION**

Claims, disputes or other matters in question between the parties to this Agreement arising out of or related to this Agreement or breach thereof shall first be subjected to mediation. Claims, disputes and other matters in question between the parties that are not resolved by mediation shall be decided by arbitration which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect. The demand for arbitration shall be filed in writing with the other Party to this Agreement and with the American Arbitration Association. No arbitration arising out of or relating to the Agreement shall include, by consolidation or joinder or in any other manner, an additional person or entity not a party to this Agreement. The foregoing agreement to arbitration shall be specifically enforceable in accordance with applicable law in any court having jurisdiction. The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction.

Arbitration arising out of, or relating to, this AGREEMENT may include, by consolidation, joinder or joint filing, any additional party not a party to this AGREEMENT to the extent necessary for a final resolution of the matter in controversy. This agreement to arbitrate and any agreement to arbitrate with an additional party or parties shall be specifically enforceable under the prevailing arbitration law in any court having jurisdiction. In no event shall the demand for arbitration be made after the date when such dispute would be barred by the applicable statute of limitations. The award rendered by the arbitrators shall be final and judgment thereon may be entered in any court having jurisdiction thereof.

### **XII. EXTENT OF AGREEMENT**

This AGREEMENT represents the entire integrated AGREEMENT between OWNER and the CONTRACTOR and supersedes all prior negotiations, representations or agreement. This AGREEMENT may be amended only by written instrument signed by both OWNER and CONTRACTOR.

### **XIII. GOVERNING LAW**

This AGREEMENT shall be governed by the law of the State of Texas, and the location for settlement of any and all claims arising out of or relating to this AGREEMENT or any breach thereof, whether by arbitration or litigation, shall be San Antonio, TX.

### **XIV. NOTICES**

Any notice to be given under this Agreement shall be in writing and shall be sent via facsimile, by recognized overnight delivery service, or by registered or certified mail to the party to whom such notice is to be given, and addressed as follows:

if to OWNER: THA Facilities LLC  
1421 S. Sheridan Rd. Tulsa, OK 74112 Attn:  
Elsie Urueta, Chief Executive Officer Email:  
[eurueta@tulsahonor.org](mailto:eurueta@tulsahonor.org)

If to CONTRACTOR: MTC Tulsa, LLC  
437 East 141st Street  
Glenpool, OK 74033  
Attn: Zach Burrow  
Email: zach@millertippens.com

Notices sent via facsimile shall also be sent via one of the other methods, but shall be deemed given when confirmed by the receiving party's facsimile machine. Notices made by hand delivery shall be effective when received. Notices made via registered or certified mail shall be effective upon the earlier of receipt or three business days after mailing. Either party may change its address for notice by notifying the other party in accordance herewith

### **XV. MISCELLANEOUS CONDITIONS OR SERVICES**

15.1 The CONTRACTOR must provide OWNER with evidence of the following minimum insurance requirements. In no way do these minimum requirements limit the liability assumed elsewhere in this contract.

#### **A. Worker's Compensation and Employer's Liability**

1. Statutory Worker's Compensation to include all areas involved in operations covered under the contract.
2. Employer's Liability with limits of \$1,000,000.
3. Must include waiver of subrogation rights against OWNER.

#### **B. Commercial General Liability**

1. Commercial General Liability: Form providing coverage not less than that of the occurrence form ISO Standard Commercial General Liability Insurance, including but not limited to bodily injury, personal injury, environmental impairment, independent contractors' products – completed operations (construction risk only), Broad Form Property Damage (including Completed Operations for a period of not less than three (3) years – construction risk only). For those contractors selling/manufacturing products, Commercial General Liability coverage should be specifically endorsed to include products liability.
2. Contractual Liability: Blanket basis insuring the liability assumed under this contract.



3. Combined Limits of Liability: Bodily Injury/ Property Damage, \$1,000,000 each occurrence, \$1,000,000 aggregate.

C. Commercial Automobile Liability

1. Commercial Automobile Liability form, including all Non-Owned and Hired Vehicles.
2. Limits of Liability: Combined limits of \$1,000,000 per accident.

CI. Umbrella Liability

Such insurance shall provide coverage within limits of not less than \$3,000,000 per claim, \$3,000,000 aggregate, in excess of the underlying coverages listed in Paragraphs A, B, and C above.

CII. Other Insurance Provisions

1. OWNER, its affiliates, and their respective directors, officers, and employees, and Link Group Consulting., shall be included as an Additional Insured on all coverages required to be furnished by CONTRACTOR except Workers Compensation.
2. CONTRACTOR shall require the same primary minimum insurance requirements, as listed above, from its specialty contractors and suppliers and they shall also comply with the additional requirements listed herein.
3. All insurance coverage required as herein set forth shall be primary and at the sole cost and expense of CONTRACTOR, specialty contractor, or suppliers and all deductibles shall be assumed by, for the account of, and at the sole risk of said contractor, specialty contractor or supplier. Lack of compliance with these insurance requirements can result in unilateral termination of this contract by OWNER. Insurance coverage will be in a form and carrier acceptable to OWNER with a minimum rating of A:VII or higher.
4. Except where prohibited by law, all insurance policies shall contain provisions that the insurance companies waive the rights of recovery or subrogation against OWNER, its agents, servants, invitees, employees, co-lessees, co-ventures, affiliated companies, and their insurers.
5. A Certificate of Insurance evidencing all of the above must be presented to THA Facilities LL, ATTENTION: Elsie Urueta, THA Facilities LLC 1421 S. Sheridan Rd. Tulsa, OK 74112 prior to commencement of the Work and 30 days prior to policy renewal, with a copy to Link Group Consulting, 9010 S 264th E Ave. Broken Arrow, OK 74014, Attention: Kyle Rudolph.
6. The cancellation provision of such Certificate of Insurance shall provide as follows:

"To be effective as to certificate holder, the issuing companies must provide to the below named certificate holder thirty (30) days written notice prior to any cancellation or material modification of the above described policies before the expiration dates thereof."

15.2 It is agreed by the CONTRACTOR that no liability shall attach in favor of or against any official, officer, director, member, agent or employee of OWNER and that CONTRACTOR will look solely to the assets of OWNER for the satisfaction of OWNER's obligations, duties and liabilities under this AGREEMENT.

15.3 CONTRACTOR understands and agrees that its duties and responsibilities under this AGREEMENT are personal in nature and this AGREEMENT shall not be assigned, transferred or shared by the CONTRACTOR with any other person, firm or a corporation without prior written notification and approval of OWNER.

15.4 Unless notification is otherwise given in writing, OWNER's representative shall be Elsie Urueta. CONTRACTOR shall be represented by Zach Burrow, unless otherwise agreed in writing by the parties. CONTRACTOR's representative is the party empowered by CONTRACTOR to receive all notices

and communications and to act in all respects for the CONTRACTOR to the extent of CONTRACTOR's responsibilities herein.

15.5 CONTRACTOR shall provide its services hereunder with the skill, care, and diligence commensurate with that of other contracting firms of similar size working in the region. It is understood by the CONTRACTOR and OWNER that the OWNER may include in the Construction Documents provisions further describing CONTRACTOR'S role as stated in this AGREEMENT with respect to the construction of the PROJECT.

15.6 CONTRACTOR shall subordinate, and hereby does subordinate, any or all liens, rights and interest (whether choate or inchoate and including, without limitation, all mechanics and materialmen's liens under the applicable state constitution or statutes) owned, claimed or held, or to be owned, claimed or held by CONTRACTOR in and to any part of the work or the property on which the work is performed.

15.7 CONTRACTOR will take affirmative action to not discriminate against any employee or applicant for employment because of race, creed, color or national origin and will comply with all provisions of applicable statutes, laws, enactments, rules, regulations, orders, instructions, designations and other directives in connection therewith.

**15.6 TO THE FULLEST EXTENT PERMITTED BY LAW, THE CONTRACTOR SHALL INDEMNIFY AND HOLD HARMLESS OWNER AND ITS AFFILIATES, AND THEIR RESPECTIVE OFFICERS, DIRECTORS, AGENTS, AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING BUT NOT LIMITED TO REASONABLE ATTORNEYS' FEES, WHETHER INCURRED IN THE INVESTIGATION OR DEFENSE OF SAME, ARISING OUT OF OR RESULTING FROM THE PERFORMANCE OF THE WORK COVERED HEREBY, PROVIDED THAT ANY SUCH CLAIM, DAMAGE, LOSS OR EXPENSE IS ATTRIBUTABLE TO BODILY OR PERSONAL INJURY, SICKNESS, DISEASE OR DEATH, OR TO INJURY TO OR DESTRUCTION OF TANGIBLE PROPERTY (OTHER THAN THE WORK ITSELF) INCLUDING THE LOSS OF USE RESULTING THEREFROM, BUT ONLY TO THE EXTENT OR DEGREE ON A COMPARATIVE BASIS OF FAULT CAUSED BY ANY NEGLIGENT ACTS, ERRORS, OR OMISSIONS OF THE CONTRACTOR, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY THEM OR ANYONE FOR WHOSE ACTS THEY MAY BE LEGALLY LIABLE, IN CONNECTION WITH THE PERFORMANCE OF THEIR OBLIGATIONS UNDER THIS AGREEMENT. SUCH OBLIGATION SHALL NOT BE CONSTRUED TO NEGATE, ABRIDGE, OR OTHERWISE REDUCE ANY OTHER RIGHT OR OBLIGATION OR INDEMNITY WHICH WOULD OTHERWISE EXIST AS TO ANY PARTY OR PERSON DESCRIBED IN THIS PARAGRAPH.**

15.7 CONTRACTOR hereby agrees and shall include a provision in all its agreements to the effect that, OWNER is a third party beneficiary of all agreements between CONTRACTOR and its contractors for the performance of its services required by this AGREEMENT. Nothing contained herein shall be deemed to impose any obligation on OWNER with respect to such agreements.

15.8 Nothing in the Agreement is intended to create a fiduciary relationship between the parties to the Agreement.

15.9 This Agreement embodies the entire agreement between the parties hereto relating to the subject matter hereof, and supersedes and replaces in their entirety all prior understandings and agreements relating to the subject matter hereof.

15.10 Each person executing this Agreement represents that he or she has been duly authorized to do so by the party on whose behalf he or she is signing, and that in so doing he or she shall bind such party to all of the terms hereof.

15.11 CONTRACTOR understands that time is of the essence with respect to the performance of its obligations under this Agreement.

15.12 CONTRACTOR agrees to abide by the following OWNER policies and procedures as the same may be initiated and/or revised from time to time: i) drug free workplace; ii) conflict of interest; iii) no smoking policy; and iv) prohibition of concealed weapons on OWNER premises. OWNER may require CONTRACTOR to immediately prevent any of its employees, in OWNER's sole judgment, who do not comply with these policies or who are otherwise objectionable to OWNER from providing any further services under this agreement or from coming on OWNER premises.

15.13 Nothing in the Agreement is intended to create a fiduciary relationship between the parties to the Agreement.

15.14. Each party hereto acknowledges that it had ample opportunity to review this Agreement with an attorney of its choice prior to execution, and that it fully understands all of the terms and provisions hereof. Accordingly, both parties waive the application of any rule or principle of law which would require any provision of this Agreement to be interpreted in the light most favorable to the non-drafting party or in the light least favorable to the drafting party.

This AGREEMENT is made and entered into effective as of the day and year first written above.

**THA Facilities LLC**

**MTC Tulsa, LLC**

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

Exhibit “A”  
THA Facilities LLC Jones Campus Project  
Preconstruction Services

The scope of Preconstruction Services to include, but not be limited to, the following:

**A. Cost Estimates**

Preparation of detailed cost estimates based on schematic design, design development, and construction document drawings and specifications. The Contractor will also price all alternates as requested by Owner. The Contractor shall provide all take-offs and back-up for the estimates, in bound form, for the Owner’s and consultants’ review. The estimates will serve as the basis for release of any required long lead items or packages.

**B. Constructability Analysis**

Preparation of constructability analysis of the Project. This analysis shall include items that the Contractor feels need to be addressed relative to accessibility, material handling, materials, or methods and propose ways to deal with each item.

1. Identification of incomplete, difficult, undesirable, or unworkable details of conditions in the contract documents. Contractor shall work with design team to identify constructability issues and propose means to deal with each issue.
2. Review project documents for items that affect the efficient placement and/or use of materials, equipment or systems. Contractor shall work with design team to identify constructability issues and propose means to deal with each issue.

**C. Construction Schedule**

Preparation of Critical Path Method (CPM) type construction schedule. This schedule shall address long lead items and critical materials.

1. Contractor shall develop and maintain the Project Master Schedule which will incorporate the pre-construction, design, construction, jurisdictional approvals, Owner approvals, and occupancy activities.
2. The schedule shall include all known or anticipated logical ties and constraints among the project elements, and will show the sequence and interdependence of all project activities.
3. The schedule shall be refined and expanded continually during preconstruction. Major schedule updates shall be generated at these phases:

Schematic Design  
Design Development  
Initial Guaranteed Maximum Cost

## Guaranteed Maximum Cost

### **D. Meetings**

Attendance at biweekly project meetings, which will be held at the Owner's or Architect's office, and other such meetings as necessary to the preconstruction services being provided hereunder by the Contractor. The Contractor shall actively participate in meetings in all matters related to construction, including pricing, schedule, airport protocol, and constructability.

1. Zach Burrow, the Contractor's project executive, appropriate management and support personnel shall attend all meetings.

### **E. Cost Savings Suggestions**

Provide cost saving suggestions to optimize the cost to value ratio of project components during the design process. The Contractor will identify high impact design elements and provide alternate methods and materials to achieve similar results at the best possible cost.

1. Contractor's presentation of cost savings suggestions shall include quality, constructability, durability, size, warranty, schedule, function, compliance with design criteria, effects on other materials, equipment or systems, and availability.

### **F. Work Phasing and Staging Plan**

Development of work phasing and staging plan to meet all applicable standards as required by the Owner and the airport authority.

1. The Contractor shall provide a Construction Phasing Plan illustrating the Contractor's understanding of the site, the project, and the procedures to completely describe the entire construction and occupancy process and airport security protocol.

Exhibit “B”  
THA Facilities LLC Jones Campus Project  
MTC Proposal





**TULSA HONOR ACADEMY**  
... ACADEMICS · CHARACTER · EXCELLENCE ...



**MILLER-TIPPENS**  
CONSTRUCTION

## **Tulsa Honor Academy**

Former Jones Elementary & Dove Facilities  
Request for Proposals for Preconstruction, Cost Estimation  
and Construction Services

**May 9, 2025**





MILLER-TIPPENS  
CONSTRUCTION

## CORE VALUES

Humbly Confident

Problem Solvers

Proactive

Honesty, Integrity and Accountability

## CORE FOCUS

Improve the lives of our clients by  
simplifying the building process.





Level Field Partners  
Attn.: Cristine Doran  
PO Box 76920  
Washington DC 20013

May 9, 2025

Dear Ms. Doran,

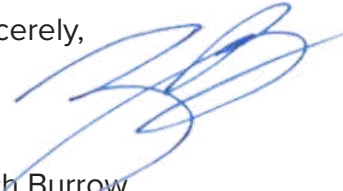
We are honored to be submitting our qualifications for renovation and expansion of The Tulsa Honor Academy. As you know, we were the construction management team who worked on the conversion of a combined 117k SF spaces for their current high school and middle school campuses, as well as their sports facilities.

Miller-Tippens has been providing exceptional contracting and construction management services since 2006. We know our client's needs, and we strive to bring peace of mind to them by driving their projects toward successful completion. We are a team of true builders passionate about the service we provide and the products we produce. Our approach is simple:

1. Maintain a consistent Culture amongst our teams that sets a foundation for success and team cohesiveness. We are firm but fair, holding ourselves and everyone on the team accountable and always pushing for a positive team environment that unites the owner, Developer, CM, and Design Teams.
2. Constant Collaboration amongst our team, the design team, and our main subcontractors ensures that the right solutions are developed so we can deliver the product or client's desire on time and on budget.
3. Always being Proactive. Forward-thinking and preventing potential issues that could arise.
4. Operational Transparency allows all stakeholders to gain insight into the project at all levels at any given time, whether it be financial forecasting, procurement, subcontractor coordination, or collaboration with the design team to solve potential issues.
5. Thorough Preconstruction Services set the project on a solid foundation for success. Our approach is to utilize the entire project team, which creates a collaborative environment, combines years of unique experience in the precon review, and gives the team a more intimate knowledge of the project as it starts, versus the construction industry's typical "handoff method" from estimating to the field.

We hope that we can be an asset to the Tulsa Honor Academy again as you move forward in expanding for the future. Thank you for your consideration.

Sincerely,



Zach Burrow  
Managing Partner  
Miller-Tippens Construction  
Zach@miller-tippens.com



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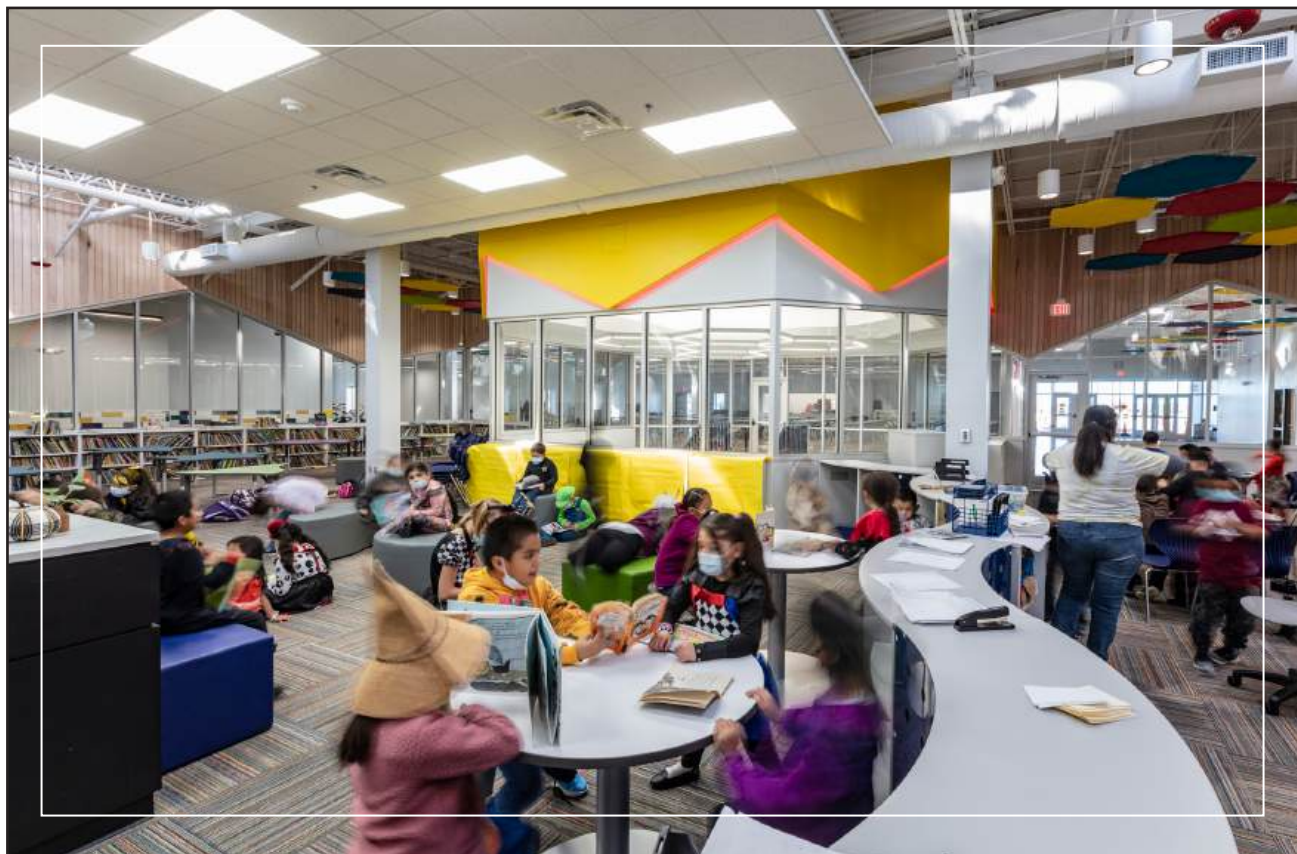


## COMPANY PROFILE

Lance Miller and Sam Tippens founded Miller-Tippens Construction (MTC) in 2006 with the focus of providing unparalleled excellence to their customers. MTC added Zach Burrow as a managing partner in 2017 and the company has grown to 73 employees throughout the state of Oklahoma. The team has experience in all types of commercial construction and delivery methods. Lance, Sam and/or Zach are consistently involved in all projects from conception through completion. This owner-driven team ensures success on all projects. As MTC continues to grow, our goal is to consistently improve on each delivery method and provide quality service in design, estimating and project delivery for our customers, helping us build long lasting relationships.

MTC has been providing construction management services since being founded and is CM certified with the State of Oklahoma, having several certificate holders within the company. We have extensive experience in all types of commercial construction and delivery methods including: CM At-Risk, Cost-Plus-Negotiated, Design/Build, and Lump Sum/Hard-Bid. One of our greatest assets is our strength in Preconstruction services, which reinforces that our clients' projects start with a solid foundation. Our construction expertise, coupled with the BIM detection program, is valuable in detecting possible conflicts before they become costly or cause project delays. This sets us apart and enables us to better collaborate with the owner, architect, design consultants, and subcontractors, ensuring that expectations regarding schedule, cost and quality are met for the project.

As for major consultants, we work closely with several trade partners to provide accurate budget numbers throughout the process. We also consult with the architects to make sure that we're all on the same page and working towards a common goal.



## COMPANY PROFILE

Our success is credited to owner involvement, attention to detail, cohesiveness of the team, and proper training of project managers, superintendents, and our skilled labor team. As our client, you can be assured to have a unified team managing your project. We will be astute in detecting possible conflicts to help avoid costly change orders or project delays.

With our rigorous maintenance of document control and proactive thinking, you will experience a lower risk of mistakes, change orders and overruns. You will have accountability from your construction team and will be up-to-date with project scheduling and budgets. All project costs and accounting will be transparent, current, and accurate.

We have built our reputation by being a team player who provides great value to our client's team. We earn and keep the trust of our clients and their team by delivering effective communication, competency, transparency, and integrity.

MTC has been awarded the following honors:

- **2024 Daily Oklahoman Top Workplaces - #15 in Small Business Category**
- **ABC STEP Platinum Safety Award 2023 and 2024**
- **The Best of the Best: Construction Company in 2020 from Oklahoma Magazine**
- **Associated Builders & Contractors "Excellence in Construction Award" in 2012, 2021 and 2022**
- **Associated Builders & Contractors STEP Diamond Award for Safety 2022**
- **Greater OKC Chamber's Metro 50 "fastest growing companies in Oklahoma" - awarded 4 times**
- **City of Edmond Safety Award**

Miller-Tippens Construction, LLC

Website: [Miller-Tippens.com](http://Miller-Tippens.com)

S-Corporation

MTC is incorporated in the State of Oklahoma

### Offices

#### Tulsa-Glenpool

437 East 141st Street  
Glenpool, OK 74003

#### Oklahoma City

45 NE 52nd Street  
Oklahoma City, OK 73105

### PRIMARY CONTACT

Zach Burrow

405-482-9816

Zach@miller-tippens.com

## RELEVANT EXPERIENCE



# TULSA HONOR ACADEMY

## PROJECT DESCRIPTION

The Tulsa Honor Academy Campus is a multiphase project converting the 'PennWell' building to a High School & Middle School. Total square footage **117,000SF**. This consisted of a complete gut and remodel. Construction was completed in a combined 14 months and included a completely new MEP infrastructure, including new fire risers, new and more efficient roof top units, plumbing additions for new bathrooms, new and efficient electrical services and switchboards, all new low voltage systems, cafeteria/ kitchen addition, classrooms, site work amenities, soccer field, and office and general use space.

## PROJECT LOCATION

Tulsa, Oklahoma

## COMPLETION DATE

11/16/2022 (Phase III)

## CM STAFF

Project Executive: Zach Burrow

## REFERENCE

**Don Beck**

*Beck Design*

DBeck@beckdesign.com

(918) 236-3833

**Amanda Yuen**

*Tulsa Honor Academy*

Ayuen@tulsahonor.org

(918) 946.2567

**Kyle Rudolph**

*Owner's Representative*

Kyle@linkgroupconsulting.com

(918) 808-1351



**RELEVANT EXPERIENCE**

## SANTA FE SOUTH CHARTER SCHOOLS

### PROJECT DESCRIPTION

A space previously occupied by a department store was fully gutted and remodeled to become the Main Campus for the Santa Fe South Charter Schools. The **224,200SF** project includes classroom, community areas and a commercial kitchens for Santa Fe's Elementary, Middle and High schools, along with offices for their administrative staff. The 96,000SF high school was completed in 7 months. The 60,000SF Middle School was completed in 6 months. We recently completed Phase III in 7 months, that consists of another 68,000SF of renovated addition space on the second floor that serves as an Elementary School for Santa Fe South Charter Schools. The new elementary school features classrooms, teacher offices, a new library and cafeteria, as well as additional office & conference spaces for the district's administration.

### PROJECT LOCATION

Oklahoma City, Oklahoma

### COMPLETION DATE

10/1/2022

### CM STAFF

Project Executive: Zach Burrow  
Superintendent: John Russell

### REFERENCE

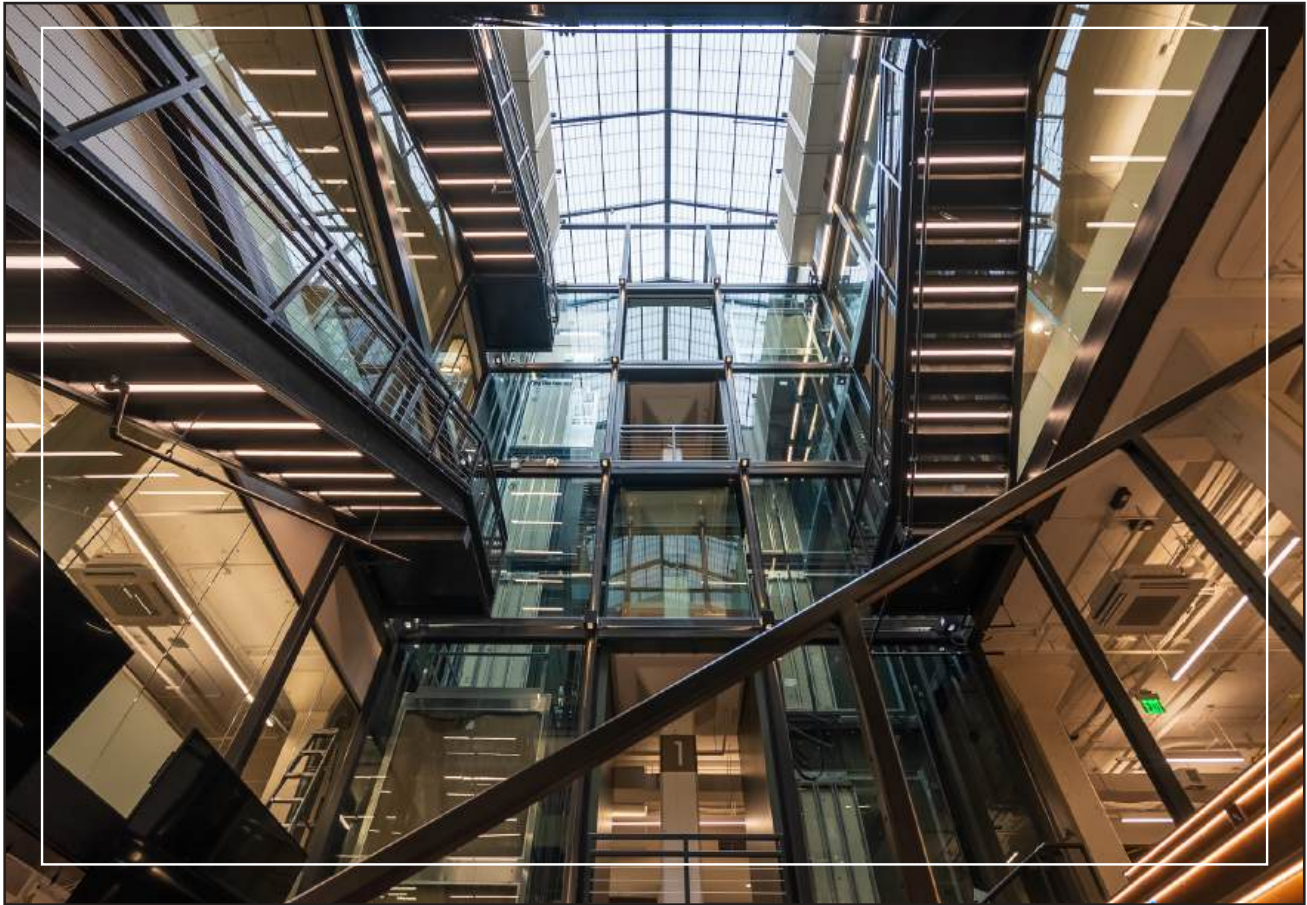
#### Don Beck

Beck Design  
DBeck@beckdesign.com  
(918) 236-3833

#### Chris Brewster

*Santa Fe South Charter Schools*  
Cbrewster@santafesouth.org  
(405) 409-0407

## RELEVANT EXPERIENCE



## 36 DEGREES NORTH

### PROJECT DESCRIPTION

36°N is a historic renovation of The C.B. Storage Warehouse in Tulsa, OK which was originally built in 1920. The façade of the building will be complete restored to preserve the historic look. The concrete structure will remain exposed in common areas, existing plaster walls and original finish carpentry will be preserved as well. The new space will be complete transformed from warehouse space to collaborative office space and multi-use flex space; including normal offices spaces, open office spaces, large event and conference spaces, training spaces, seminar rooms, and restaurant/café areas. State of the art IT infrastructure and natural gas generator backup power will keep the 5-story space online. Completely new MEP systems and utility infrastructure will be upgraded.

### PROJECT LOCATION

Tulsa, OK

### COMPLETION DATE

12/20/2024

### TYPE OF SERVICE

Construction Manager

### CM STAFF

Project Executive: Zach Burrow

Senior Project Manager: Sam Guajardo

Superintendent: Will Page

### REFERENCE

**Duane Mass**

*Mass Architects*

Duane@massarch.com

(405) 231-1990

**Matt Newman**

Matt@fishlessdesert.com

(918) 510-2227



## RELEVANT EXPERIENCE



# ASTEC SCHOOLS

## PROJECT DESCRIPTION

The ASTEC Elementary School was a two-phase project with combined **67,000SF**, which included a stand-alone 3,000SF saferoom. In Phase 1, we had to expedite the schedule due to the site requiring a Vapor Mitigation System under the slab, we could not pour the slab until March 2020, and still got the school classrooms open for in-person learning by September 2020. Phase 2 is currently in progress.

The current phase (\$45MM) of a Middle/High School will be 160,000SF, including a gym, that will act as the safe room, auditorium, middle school classrooms, high school classrooms, cafeteria, kitchen, and 15 acres of site work improvements as well.

## PROJECT LOCATION

Oklahoma City, Oklahoma

## COMPLETION DATES

Phase 1 Elementary: 9-4-2021

Phase 2 Elementary: 8-06-2024

Middle/High School: Start: 5-27-2024

Estimated Completion: 9-17-2026

## REFERENCE

Owner

**Elizabeth Crossno**

(405) 840-2931

**Dr. Freda Deskin**

(405) 947-6272

## RELEVANT EXPERIENCE

MTC is well versed in the CMAR project delivery methodology as authorized by the State of Oklahoma under 61 O.S. 2001, Section 202.1, as Amended by Section 1, Chapter 277, O.S.L. 2003 (61 O.S. Supp 2004, Section 202.1). Below is a list that includes some of our most recent Title 61 Experience.



## PUBLIC PROJECTS IN PROCESS OR RECENTLY COMPLETED

**Altus Public Schools -  
Rivers Elementary**  
\$60MM

**City of Enid Water  
Treatment Facility**  
\$12.1MM

**Owasso Public Works**  
\$30MM

**Bixby-Dawes  
City Hall Renovation**  
\$5MM

**Cleveland County Health  
Department**  
\$7MM

**Rogers County  
Health Department**  
\$3MM

**Bixby Public Schools  
Administration Building**  
\$7.4MM

**Glenpool Public Schools**  
\$30MM

**Rogers County  
Detention Facility**  
\$3.7MM

**Bridge Creek  
2022 Bond Issue**  
\$5.8MM

**Hobart Public Schools**  
\$3MM

**Norman Economic  
Development**  
\$4MM

**City of Bixby  
Public Works Building**  
\$14MM

**Norman Public Schools:**  
17 projects over the next  
several years totaling  
approx \$39MM

## RELEVANT EXPERIENCE

Miller Tippens has extensive experience in working with active environment projects whereby normal business activities must continue uninterrupted by construction, here is a list of examples:

- Adams Elementary addition & renovation
- Bob Moore Car wash building, OKC
- Bridge Creek Public Schools – Multiple projects\*
- Cameron University
- Cheyenne Public Schools
- Choctaw Nicoma Park Public Schools
- City of Bixby City Hall addition & remodel
- Cleveland Elementary addition & renovation
- Daily Living Center, Bethany OK
- Davita Dialysis – 12 projects
- Duncan Public Schools
- Eisenhower Elementary addition & renovation
- EPS Baseball Field and Lighting
- EPS Transportation Building
- First Baptist Church of Norman addition & renovation
- Francis Tuttle
- Harrah Public Schools
- Hey Day Entertainment addition & renovation
- Holberton School – Multiple projects
- Ida Freeman Elementary addition & renovation
- Jackson Elementary addition & renovation
- Merritt Public Schools – Multiple projects\*
- Midwest Regional Hospital ER renovation
- Monroe Elementary addition & renovation
- Newcastle Public Schools
- North Highland Elementary addition & renovation
- OKC Intermodal Transportation Hub, Bricktown canal, OKC
- Oklahoma City County Health Department Partner Building
- Oklahoma City Public Schools
- Oklahoma State University Physical Plant, OKC Campus
- Pierce Elementary addition & renovation
- Saint Mary's Catholic Church, Clinton OK
- Saint Mary's Episcopal School, Edmond OK
- Santa Fe South Charter Schools Phases II and III
- Sequoyah Middle School addition & renovation
- Shawver and Son Electrical Contractors HQ addition & renovation
- Sunset Early Childhood Center addition & renovation
- The Zone Academy, Tulsa OK
- Tulsa Day Center addition and remodel, Tulsa OK
- Tulsa Honor Academy – Multiple projects
- Tulsa University
- Tulsa University Keplinger Hall Phase 6
- US Federal Courthouse renovation and emergency abatement, Lafayette LA
- Wagoner County Health Department addition & remodel
- Westminster School, Oklahoma City
- Will Rogers Airport – Hangar 1 and 1C, OKC
- Will Rogers Elementary addition & renovation
- Wilson Elementary addition & renovation
- Wright Career College

## CURRENT PROJECT WORKLOAD

## Projects Currently Under Contract



All Projects as of 5.5.2025									
PROJECT	OWNER	ARCHITECT	SERVICE		CONTRACT AMOUNT	Start Date	COMPLETION	CONTACT	Phone
One Gas Gonzales	One Gas	Rudiment	Construction Manager	IN PROGRESS	\$4,000,000.00	TBD	TBD	Shelly Galloway	<a href="mailto:shelly.galloway@onegas.co.il">shelly.galloway@onegas.co.il</a>
Sand Springs Power Plant	Marow Owner, LLC	Mass Architects	Construction Manager	IN PROGRESS	\$7,000,000.00	TBD	TBD	Matt Newman	918-878-2858
Extract Test Well	Extract Development Center	Rudiment	Construction Manager	IN PROGRESS	\$750,000.00	TBD	TBD	Russell Linck	918-805-9041
Philtower Historic Renovation	Hunt Hawkins	GH2 Architects, LLC	Construction Manager	IN PROGRESS	\$33,000,000.00	10/1/25	3/1/27	Tyler Wallace	
Glenpool PS 2025 Bond Projects	Independent District No 13 Glenpool Public Schools	KKT Architects	Construction Manager	IN PROGRESS	\$24,000,000.00	10/1/25	12/28/26	Curtis Layton	<a href="mailto:clayton@glenpoolps.org">clayton@glenpoolps.org</a>
Astec Middle High School	Astec Fund, Inc.	Frankfurt-Short Bruza Assoc PC	Construction Manager	IN PROGRESS	\$38,997,449.00	6/3/24	9/17/26	Larry Wallace	<a href="mailto:larry@newmanak.com">larry@newmanak.com</a>
Owasso Public Works	City of Owasso	Beck Design Group	Construction Manager	IN PROGRESS	\$28,000,000.00	2/3/25	6/4/26	Roger Stevens	918-272-4959
Noble County YMCA	Noble County YMCA	GH2 Architects, LLC	Construction Manager	IN PROGRESS	\$5,885,776.00	8/29/25	5/28/26	Shea Boschee	<a href="mailto:shea.boschee@noblecountymca.org">shea.boschee@noblecountymca.org</a>
Invenergy Lazbuddie O&M	Invenergy Renewables	GH2 Architects, LLC	Design-Build	IN PROGRESS	\$3,720,560.00	3/17/25	3/17/26	Ryan Bardecki	630-267-6421
City of Bixby Public Works Building	City of Bixby	Beck Design Group	Construction Manager	IN PROGRESS	\$12,306,108.00	6/17/24	12/22/25	Jared Cottle	<a href="mailto:jcottle@bixbyOK.gov">jcottle@bixbyOK.gov</a>
Apex Lotus Wind	Apex Clean Energy	Ambler Architects	Construction Manager	IN PROGRESS	\$2,679,300.00	4/1/25	12/5/25	Josh Lipscomb	8164218282
BA Schools Transportation Hub	Broken Arrow Public Schools	GS Helms & Associates	Construction Manager	IN PROGRESS	\$4,580,000.00	3/3/25	12/4/25	Michael Leitch	918-259-7417
Invenergy Wagon Wheel O&M	Invenergy Renewables	GH2 Architects, LLC	Design-Build	IN PROGRESS	\$4,200,000.00	12/10/24	11/7/25	Tyler Wallace	918-587-6158
Treaty Oak Red Field O&M Building	Redfield PV I, LLC	Ambler Architects	Construction Manager	IN PROGRESS	???	6/23/25	9/26/25	Greg Karney	434-305-0457
Bike Club	Humble Sons Bike Co	W Design	Construction Manager	IN PROGRESS	\$7,000,000.00	9/30/24	9/25/25	Jason Bwhorton	918-607-2385
Wheatsborough O&M	APEX Energy	Ambler Architects	Construction Manager	IN PROGRESS	\$1,200,000.00	4/28/25	9/10/25	Nate Wilson	906-779-8471
BA Highland Park Elementary	Broken Arrow Public Schools	GH2 Architects, LLC	Construction Manager	IN PROGRESS	\$4,086,300.00	1/27/25	8/21/25	Michael Leitch	918-259-7417
BA Rosewood Elementary	Broken Arrow Public Schools	GH2 Architects, LLC	Construction Manager	IN PROGRESS	\$4,941,635.00	1/27/25	8/21/25	Michael Leitch	918-259-7417
Samson Solar O&M 2	Invenergy Renewables	GH2 Architects, LLC	Construction Manager	IN PROGRESS	\$3,720,000.00	10/28/24	7/31/25	Santiago Bermudez	773-808-2146
One Gas Broken Arrow	One Gas Inc.	Pfleier Architects	Construction Manager	IN PROGRESS	\$12,328,066.00	9/2/24	7/31/25	Shelly Galloway	<a href="mailto:shelly.galloway@onegas.co.il">shelly.galloway@onegas.co.il</a>



## KEY PROJECT TEAM MEMBERS



### **ZACH BURROW, Owner/Project Executive**

Zach Burrow will serve as your project executive. He has more than 16 years of experience in construction management. He brings expertise and leadership to every project he works on. Zach will ensure that your project will stay on schedule and budget and will guide the team to success. He will be in constant contact with the project team, along with the design team and stakeholders, and will hold regular meetings to keep everyone informed of the progress of the project. Zach has an outstanding reputation for on-time and on-budget project completions.

#### **16 Years Experience**

##### **Education**

Oklahoma State University  
Bachelor of Science in Construction Management

##### **Certifications**

AIC Certified Professional  
Construction Manager  
OSHA 10 Hour  
CPR & First Aid Training

##### **Professional**

##### **Affiliations**

Associated Builders and Contractors

AIA Central Eastern Oklahoma Chapter

#### **EXPERIENCE OVERVIEW**

36 Degree North

American Exchange Bank - Ground up

American Solera Brewery - Fast Paced Renovation

Anheuser-Busch - Fast Paced Renovation & Expansion

Apergy Artificial Lift (formerly Dover Lift) - Expansion of Occupied Building

Atlas School

Bridge Creek Public Schools - Bonds 2017 & 2014

City of Bixby City Hall & Dawes Renovation - Fast Paced Renovation of Occupied Building

City of Bixby Municipal Building

Holberton - Phase 1 Fast Paced Renovation & Phase 2 Ground up

Invenergy (Multiple Locations) Operation & Maintenance

Merritt Public Schools - Bonds 2015 & 2013

Norman Public Schools - Bond 2009

N. Cheyenne Historic Renovation

Rogers County Health Department - Expansion and Renovation

Rogers County Jail - Expansion and Renovation

Santa Fe South Schools - Phase I

Security State Bank - Ground up

Spirit AeroSystems - Fast Paced Renovation of Occupied Building

Stonewood Vision - Ground up

Tulsa Day Center - Fast Paced Medical Renovation of Occupied Building

Tulsa Honor Academy - Phase I - 70,000 sf

Tulsa Honor Academy - Sports/Recreation Fields

Tulsa Honor Academy - Phase IB - 10,000 sf

Tulsa Honor Academy - Phase II - 75,000 sf

Wagoner County Health Department - Expansion and Renovation

## KEY PROJECT TEAM MEMBERS



### 40 Years Experience

#### Education

Oklahoma State University – AAS in Construction Technology

#### Certifications

Certified Professional Estimator (CPE)

Certified Professional Constructor (CPC)

American Society of Professional Estimators (ASPE) National Member

American Institute of Constructors (AIC) National Member

OSHA 30

Current President of Local Landrun Chapter #80 for American Society of Professional Estimators

### MICHAEL PHILLIPS, *Vice President of Preconstruction*

Michael Phillips has more than 40 years of experience in the construction industry and will lead preconstruction services for these projects. As the preconstruction manager, Michael will drive a collaborative environment with the architects, engineers, contractors, and other stakeholders and will be responsible for overseeing the planning and design stages of the project. Michael's responsibilities and collaboration with the team will include the following:

1. Developing and managing the project budget, ensuring that the project stays within the allocated funds.
2. Overseeing the design and planning stages of the project, ensuring that the plans are feasible, meet the requirements of the school district, and are within budget.
3. Developing bid packages for all trades that clearly define project scope.
4. Coordinating with the construction team, ensuring that the project is constructed according to the plans and specifications and that the work is completed on time and within budget.
5. Identifying and managing project risks, including safety risks, design risks, and budget risks.
6. Maintaining clear and consistent communication with all stakeholders, including the school district, contractors, and the community.
7. When the project moves forward, Michael works with the project manager and superintendent to provide a smooth transition from preconstruction into the construction phase.

### EXPERIENCE OVERVIEW

Altus Public Schools – L. Mendel Rivers Elementary  
 Bixby Public Schools – Multiple School Bonds – Multiple Projects  
 Bridge Creek Public Schools – Multiple School Bonds, Multiple Projects  
 Choctaw Nation of Oklahoma – Broken Bow Clinic Addition and Renovation  
 Cleveland County Health Department – Renovation  
 N. Cheyenne Historic Renovation  
 City of Bixby – Municipal Building and Public Works Facilities  
 City of Blackwell – Blackwell Event Center Building  
 City of Owasso – Public Works Facilities  
 Delaware County Health Department Renovation  
 Newkirk City Hall Renovation  
 Northern Oklahoma Regional Pediatric Clinic – Multiple Renovations  
 Okfuskee County – New Okfuskee County Jail Facility  
 Pond Creek Public Schools – High School Renovation  
 Peckham Public Schools – Gymnasium Renovation  
 Ponca City Public Schools – Multiple School Bonds - Multiple Projects  
 Rogers County Health Department – Expansion and Renovation  
 Skiatook Public Schools – Multiple School Bonds - Multiple Projects  
 Stroud Public Schools – New High School Building  
 Stroud Public Schools – Parkview Elementary Saferoom  
 Tulsa Bone & Joint – Broken Arrow Urgent Care and PT

## KEY PROJECT TEAM MEMBERS



### 12 Years Experience

#### Education

Oklahoma State  
University Institute of  
Technology  
Associate in Applied  
Science in Construction  
Technology -  
Construction  
Management

#### Certifications

OSHA | 30 Hour

#### Professional Affiliations

Associated Builders  
and Contractors

### **SAM GUAJARDO, Senior Project Manager**

Sam Guajardo has 12+ years of experience on K-12 CMAR projects. As the senior PM, Sam Guajardo will be responsible for overseeing and managing the entire construction process from start to finish. This includes coordinating with architects, engineers, contractors, and other stakeholders involved in the project, as well as ensuring that the project meets all necessary legal and safety requirements. Sam Guajardo's responsibilities and collaboration with the team will include the following:

1. Developing and managing project budgets and schedules
2. Creating and maintaining project plans and timelines
3. Managing project resources, including personnel and materials
4. Overseeing and coordinating all construction activities on site
5. Ensuring that all work is completed on time and within budget
6. Managing change orders and other project modifications
7. Ensuring compliance with all regulatory and safety requirements
8. Providing regular progress reports to the project team, administration, school board, and design team.

Sam will play a critical role in ensuring the project is on time, within budget, and to the satisfaction of all stakeholders involved.

### **EXPERIENCE OVERVIEW**

36 Degree North  
AMC Mortgage Office Building  
Atlas School  
City of Bixby City Hall & Dawes Renovation - Fast Paced Renovation of Occupied Building  
Holberton - Phase 1 Fast Paced Renovation & Phase 2 Ground up  
Hilcrest Hospital – Hybrid Catheterization Operating Room  
N. Cheyenne Historic Renovation  
Oral Robert University Niko Dorms  
Parkside Psychiatric Hospital  
Post-Acute Medical Rehabilitation Hospital of Tulsa  
Rogers County Health Department  
Rogers County Jail - Expansion and Renovation  
Spirit AeroSystems - Fast Paced Renovation of Occupied Building  
Stonewood Vision - Ground up  
TPS Eliot Elementary  
Tulsa Day Center - Fast Paced Medical Renovation of Occupied Building  
Tulsa Honor Academy - Phase I - 50,000 sf  
Tulsa Honor Academy - Sports/Recreation Fields  
Tulsa Honor Academy - Phase IB - 10,000 sf  
Tulsa Honor Academy - Phase II - 75,000 sf  
University of Tulsa Keplinger Hall - Fast Paced Renovation of Occupied Building  
University of Tulsa Hardesty Hall  
Wagoner County Health Department - Expansion and Renovation

## KEY PROJECT TEAM MEMBERS



### **WADE MCGEE, *Project Manager***

Wade McGee will serve as the Assistant Project Manager, working closely with the Senior Project Manager. He will play an active role in the subcontractor bidding process and will continuously update budgets and schedules.

### **EXPERIENCE OVERVIEW**

36 Degrees North  
 American Solera Brewery  
 Apex Operation and Maintenance Building  
 Atlas School  
 City of Bixby City Hall & Dawes Renovation - Fast Paced Renovation of Occupied Building  
 Cambria Renaissance Saint Elm Dallas Downtown Hotel  
 Champion X Unbridled  
 Holberton - Phase 2 Ground up  
 INTulsa  
 N. Cheyenne Historic Renovations  
 Open Bar – Additions  
 Skiatook Cox Savers Structural Additions  
 Spirit Areo-Systems – Renovations  
 The Zone Academy  
 Tulsa Honor Academy - Phase I, Recreation Fields, Phase IB & Phase II  
 Wagoner County Health Department

### **4 Years Experience**

#### **Education**

Oklahoma State  
 University  
 Bachelors of  
 Construction  
 Engineering Technology

#### **Certifications**

OSHA | 30 Hour



## KEY PROJECT TEAM MEMBERS

### Superintendents



**30 Years Experience**

#### Certifications

OSHA | 30 Hour

We will have 3 Superintendents assigned to the projects. Will Page will provide field oversight for all projects. Shane Whisenhunt will specifically oversee the day-to-day operations of Site 1 and James Herring will specifically oversee the day-to-day operations of Site 2.

All Superintendents pay particular attention to the quality of work as it is happening. They ensure that all safety protocols are strictly adhered to and hold regular safety meetings. The Superintendent team is in constant contact with the Senior Project Manager to stay in communication about the projects and keep him aware of the details of the job site.

#### **WILL PAGE, General Superintendent**

#### **EXPERIENCE OVERVIEW**

36 Degrees North  
Adair Public Schools – Cafeteria Expansion and Classroom Additions  
Bank of Oklahoma Williams Center Tower - Floors 5,6,7 Renovation  
Claremore High School – Greenhouse  
Creeside Apartments - Phase 1 & 2 (Previous Employer)  
DVIS Emergency Shelter - Ground up



#### **SHANE WHISENHUNT, Superintendent - Site 1**

#### **EXPERIENCE OVERVIEW**

36 Degrees North  
BOK Tower, Tulsa, OK - multiple floors  
BOK Technology Center  
Broken Arrow Fire Station #6  
Earnest Childers VA Outpatient Clinic  
Legacy Jet Center  
OSU Medicine, Legacy Plaza East Tower (10 story core)  
L3 Harris Aeromet  
Wagoner County Health Department

**28 Years Experience**

#### Education

La Junta Community  
College-Associate of  
Science: Computer  
Science And Pre-Law

#### Certifications

OSHA | 30 Hour  
OSHA | 10 Hour  
CPR & First Aid

## KEY PROJECT TEAM MEMBERS

### Superintendents (cont.)



**JAMES HERRING, *Superintendent - Site 2***

#### **EXPERIENCE OVERVIEW**

Bishop Kelley High School Cafeteria and building renovation  
BOK Data Center  
Braiden Shielding/Shielded rooms for MRI's across the US  
Broken Arrow Public School  
Emerson Orthodontics Clinic  
Eugene Field Elementary School  
Pediatric Dental Clinic  
St Francis Health Zone  
St John Hospital  
St Joseph Vietnamese Catholic Church

**22 Years Experience**

#### **Certifications**

OSHA | 30 Hour

#### **Professional**

#### **Affiliations**

Carpenters Local #943

## DIVERSITY/PROJECT PLAN

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### Diversity

Miller-Tippens Construction is committed to fostering diversity and inclusion within our firm and across our project teams. Our approach emphasizes intentional outreach and engagement of a broad range of individuals, including people of color, both internally and through our subcontractor relationships.

We have a strong track record of assembling diverse project teams and labor forces and will continue that commitment on this project. Our goal is to create opportunities for inclusive participation at all levels of project delivery, ensuring the team reflects the community we serve.

### Comments on Project Plan

MTC has walked both sites numerous times and has a solid understanding of the interior/exterior logistics as well as the assumed risks and challenges.

The Dove Science Academy Site is approximately 50,724 SF and consists of three connected structures. The different roof assemblies and aging mechanical equipment may present risks. The uniquely engineered wood-style column trusses at the far north end of the former church could pose unforeseen structural challenges. The other two structures are conventional steel-framed buildings and are expected to be easier to coordinate with. The interior buildout appears to be relatively straightforward, as several existing walls may potentially remain. However, the site does not seem to drain well along the west and north edges of the building. New grading and possibly small stormwater lines may need to be evaluated by a civil engineer.

The Jones Elementary Site is approximately 42,742 SF and includes an existing building combined with a new PEMB addition. The roofs appear to be in decent condition. Coordination of new MEP systems with the unique existing structure may be challenging, as the corridor walls are CMU block and the structure is primarily cast-in-place concrete. The infill of the middle courtyard could be a significant cost driver due to custom structure tie-ins and new MEP integration. The site appears to be in good condition and drains adequately. It also offers potential for additional building and parking lot expansion.

## FEE STRUCTURE

### Fee Structure

Proposed CM Fee: 5%
























Preconstruction Fee: 0.5% - This fee is waived when the project moves to construction with Miller-Tippens and would be 0% at that time.

Bond Rate: .978%

Anticipated GC's for each project would range between \$33k-\$36K per month during construction.



# Tulsa Honor Academy - Jones & Dove Master Schedule

ID	 Task Mode	Task Name	Duration	Start	Finish	<div><div>2025</div><div>F M A M J</div><div>Half 2, 2025</div><div>J A S O N D</div><div>Half 1, 2026</div><div>J F M A M J</div><div>Half 2, 2026</div><div>J A S O N D</div><div>Half 1, 2027</div><div>J F M A M J</div><div>Half 2, 2027</div><div>J A S O N</div></div>
1		THA - RFP Master Schedule	600 days	Mon 4/28/25	Fri 8/13/27	THA - RFP Master Schedule
2		Pre-Construction Services	459 days	Mon 4/28/25	Thu 1/28/27	Pre-Construction Services
3		Solicit for CM RFP	0 days	Mon 4/28/25	Mon 4/28/25	Solicit for CM RFP
4		CM Submit RFP's	0 days	Fri 5/9/25	Fri 5/9/25	CM Submit RFP's
5		CM Interviews & Selection	5 days	Fri 5/9/25	Thu 5/15/25	CM Interviews & Selection
6		Project Planning / Design Development / Budgeting	13 mons	Fri 5/16/25	Thu 5/14/26	Project Planning / Design Development / Budgeting
7		CD's Complete	0 days	Thu 5/14/26	Thu 5/14/26	CD's Complete
8		THA Loan Closing & Funding Availability	60 days	Fri 5/15/26	Thu 8/6/26	THA Loan Closing & Funding Availability
9		City of Tulsa Permitting	60 days	Fri 5/15/26	Thu 8/6/26	City of Tulsa Permitting
10		Issue IFC / Bid Set CD's	0 days	Thu 8/6/26	Thu 8/6/26	Issue IFC / Bid Set CD's
11		Bidding & Prepare GMP	6 wks	Fri 8/7/26	Thu 9/17/26	Bidding & Prepare GMP
12		THA Review / Board Approval / Execute GMP Amendment	1 wk	Fri 9/18/26	Thu 9/24/26	THA Review / Board Approval / Execute GMP Amendment
13		Notice to Proceed	0 days	Fri 9/25/26	Fri 9/25/26	Notice to Proceed
14		Submittals & Procurement	90 days	Fri 9/25/26	Thu 1/28/27	Submittals & Procurement
16		Construction Commence	0 days	Mon 11/9/26	Mon 11/9/26	Construction Commence
17		Jones Elementary Site - 8 Month Renovation	180 days	Mon 11/9/26	Fri 7/16/27	Jones Elementary Site - 8 Month Renovation
18		8 - Month Renovation	36 wks	Mon 11/9/26	Fri 7/16/27	8 - Month Renovation
19		Dove Facility Site - 8 Month Renovation	180 days	Mon 11/9/26	Fri 7/16/27	Dove Facility Site - 8 Month Renovation
20		8 - Month Renovation	36 wks	Mon 11/9/26	Fri 7/16/27	8 - Month Renovation
21		Project Completion & Turnover	20 days	Fri 7/16/27	Fri 8/13/27	Project Completion & Turnover
22		THA Move In / FFE Move-In	0 days	Fri 7/16/27	Fri 7/16/27	THA Move In / FFE Move-In
23		Closeouts & Owner Training	4 wks	Mon 7/19/27	Fri 8/13/27	Closeouts & Owner Training



## TESTIMONIALS

# Client Testimonials

MTC's business model is focused on building lasting relationships with our clients. Bringing security and peace of mind is our mission. We always recommend listening to our clients' experiences with our company in their own words.

Click the images below to access each testimonial.



**Libby Ediger - Holberton/Atlas School**



**Carol Ervin - Reba's Place**



**Scott Moehlenbrock & Tim Strange- Bar K**



**Mark Kennedy - Apergy**



**Chase Healey - American Solera**



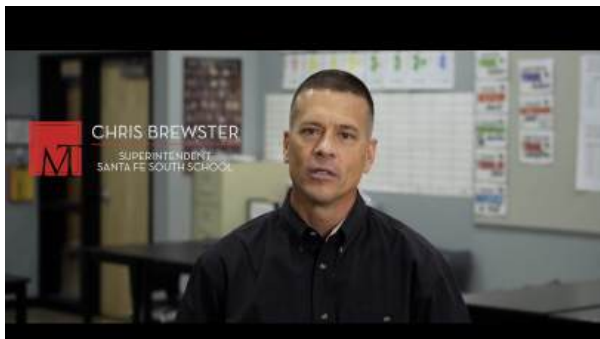
**Tim Denny - Bob Moore Auto Group**

## TESTIMONIALS

### Client Testimonials (cont.)

To access testimonials from a printed copy, please visit:

<https://miller-tippens.com/testimonials>.



Chris Brewster - Santa Fe South Schools



Dr. Zewdie - Davita Dialysis



Larry Shropshire - Communication  
Federal Credit Union



Jeff Daugherty - Merritt Public Schools



David Morrow - Bridge Creek Public Schools



Bruce Bockus - Bockus Payne Architecture





**MILLER-TIPPENS**  
CONSTRUCTION

**Zach Burrow**

437 East 141st Street  
Glenpool, OK 74033

[zach@miller-tippens.com](mailto:zach@miller-tippens.com)

[www.miller-tippens.com](http://www.miller-tippens.com)



## Coversheet

### New & Modified General Fund, Gift Fund, and Insurance Fund Encumbrances

<b>Section:</b>	IV. Action Agenda
<b>Item:</b>	B. New & Modified General Fund, Gift Fund, and Insurance Fund
Encumbrances	
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Modified POs - Gen Fund - Aug 2025.pdf Modified POs - Gift Fund - Aug 2025.pdf New POs - Build Fund - Aug 2025.pdf PO Board Report - Aug. 19 2025.pdf New POs - Gift Fund - Aug 2025.pdf New POs - Act Fund - Aug 2025.pdf New POs - Gen Fund - Aug 2025.pdf New POs - Lease Fund - Aug 2025.pdf

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**Tulsa Honor Academy**

Page 1 of 1

**Change Order Listing**

**Options:** Fund(s): General Fund, Year: 2025-2026, ReferenceDate: Prior To Begin Date, Date Range: 7/15/2025 - 8/18/2025,  
Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
25	07/01/2025	1318	H&E Landscape LLC	Monthly Grounds Service	1,250.00
77	07/01/2025	816	Amazon Capital Services	Network Office General Supplies	160.20
<b>Non-Payroll Total:</b>					<b>\$1,410.20</b>
<b>Payroll Total:</b>					<b>\$701,384.61</b>
<b>Report Total:</b>					<b>\$702,794.81</b>

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**Tulsa Honor Academy**

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**Change Order Listing**

**Options:** Fund(s): GIFT FUND, Year: 2025-2026, ReferenceDate: Prior To Begin Date, Date Range: 7/15/2025 - 8/18/2025,  
Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2025	1019	Prosperity Bank	Network/College Readiness Purchases	2,000.00
<b>Non-Payroll Total:</b>					<b>\$2,000.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$2,000.00</b>

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**Purchase Order Register****Options:** Year: 2025-2026, Fund(s): BUILDING FUND, Date Range: 7/15/2025 - 8/18/2025

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
2	07/16/2025	699	WIRED! Technology Partners, Inc.	Scholar Chromebooks	52,453.88
3	07/16/2025	1761	CPR of Tulsa, LLC	Roofing System Repairs	350.25
4	08/12/2025	1311	THA Facilities, LLC	AAJR Construction	15,000.00
<b>Non-Payroll Total:</b>					<b>\$67,804.13</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$67,804.13</b>

**PO Board Report** | Aug. 19, 2025

PO Number	Vendor	Amount	Description
Fund 21 - PO 2	WIRED! Technology Partners, Inc.	\$52,453.88	Additional scholar chromebooks approved in July 2025 board meeting

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**Tulsa Honor Academy**

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**Purchase Order Register****Options:** Year: 2025-2026, Fund(s): GIFT FUND, Date Range: 7/15/2025 - 8/18/2025

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
4	07/16/2025	1512	CHARLENE RAE JOHNSON	Reimbursement for alumni related travel	1,300.00
5	07/16/2025	604	Townsend Marketing	Townsend Supplies	1,349.60
6	07/16/2025	1811	Braven, Inc	Professional Mentoring Support for Alumni	2,000.00
<b>Non-Payroll Total:</b>					<b>\$4,649.60</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$4,649.60</b>

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**Tulsa Honor Academy**

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**Purchase Order Register****Options:** Year: 2025-2026, Fund(s): SCHOOL ACTIVITY FUND, Date Range: 7/15/2025 - 8/18/2025

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
6	07/15/2025	816	Amazon Capital Services	MS Activity Fund Purchases	1,000.00
7	07/15/2025	1019	Prosperity Bank	Activity Fund Purchases	6,500.00
8	07/15/2025	1256	DS Bus Lines, Inc.	Activity Fund Purchases	2,500.00
<b>Non-Payroll Total:</b>					<b>\$10,000.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$10,000.00</b>



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**Tulsa Honor Academy**

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**Purchase Order Register****Options:** Year: 2025-2026, Fund(s): General Fund, Date Range: 7/15/2025 - 8/18/2025

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
115	07/16/2025	1311	THA Facilities, LLC	GPRS - Utility Detection Survey	4,400.00
116	07/16/2025	1311	THA Facilities, LLC	Atlas Land Office	4,000.00
117	07/16/2025	1371	CTBook Holdings LLC	Novels for Resell	1,733.12
118	07/17/2025	1800	Spartan Home Services, LLC	Facility Repairs & Maintenance	300.00
119	07/23/2025	1823	Quik Print of Tulsa, INC	Printing Needs	3,273.81
120	07/24/2025	1494	SmartPass, Inc	Digital Hall Pass System	5,475.20
121	07/24/2025	1837	AUBREY MARIE ALLEN	Reimbursement for fingerprint costs	58.25
122	07/24/2025	1832	ANDREW HARRISON HOWLETT	Reimbursement for fingerprint costs	58.25
123	07/24/2025	1839	VIDAL VERASTEGUI	Reimbursement for fingerprint costs	58.25
124	07/24/2025	1842	CASEY LEE AKERS	Reimbursement for fingerprint costs	58.25
125	07/24/2025	1852	GRACIELA MELLADO RINCON	Reimbursement for fingerprint costs	58.25
126	07/24/2025	1834	KIMBERLY BAXTER	Reimbursement for fingerprint costs	58.25
127	07/24/2025	1835	BAILIE BRUCE	Reimbursement for fingerprint costs	58.25
128	07/24/2025	1846	CADEN JAY BASKS	Reimbursement for fingerprint costs	58.25
129	07/24/2025	1848	KRISTY MONDY	Reimbursement for fingerprint costs	58.25
130	07/24/2025	1836	DAVID CHARLES HARP	Reimbursement for fingerprint costs	58.25
131	07/24/2025	1492	CHISA DENA PERKINS	Reimbursement for fingerprint costs	58.25
132	07/24/2025	1847	JULIE SIMPSON	Reimbursement for fingerprint costs	58.25
133	07/24/2025	1833	ANTHONY CHASE JOHNSON	Reimbursement for fingerprint costs	58.25
134	07/24/2025	1851	TYLER MARSHALL	Reimbursement for fingerprint costs	58.25
135	07/24/2025	1849	ALEXIA VONZELL DUDLEY	Reimbursement for fingerprint costs	58.25
136	07/24/2025	1855	CHRISTIAN BROWN	Reimbursement for fingerprint costs	58.25
137	07/24/2025	1854	CHERIE R BABER	Reimbursement for fingerprint costs	58.25
138	07/25/2025	1311	THA Facilities, LLC	LF Partners consultation for facility acquisition	98,000.00
139	07/30/2025	997	Emilee R Joshi	Mileage Reimbursement	40.00
140	07/30/2025	1858	American Air Conditioning of Tulsa	Air Conditioning Services for Sheridan Campus	12,344.00
141	07/31/2025	625	American Funds	CHANDLER MOORE CATCH UP PAYMENT & LATE FEE	2,682.73
142	08/07/2025	1682	MICHELLE NICOLE RAMIREZ	Reimbursement for fingerprint costs	58.25
144	08/12/2025	1369	Blick Art Materials LLC	art supplies	850.00

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**Tulsa Honor Academy****Purchase Order Register****Options:** Year: 2025-2026, Fund(s): General Fund, Date Range: 7/15/2025 - 8/18/2025

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
145	08/18/2025	1869	Imagine Learning LLC	NWEA MAP Integration	1,500.00
146	08/18/2025	1856	TRINITY CHARI RILEY	Reimbursement for fingerprint costs	58.25
147	08/18/2025	1861	BRIANNA KATHLEEN FULGHAM	Reimbursement for fingerprint costs	58.25
148	08/18/2025	1862	CALEB LAWLIS	Reimbursement for fingerprint costs	58.25
149	08/18/2025	1867	CASSANDRA POTEET	Reimbursement for fingerprint costs	58.25
150	08/18/2025	1868	ZACH SPEEGLE	Reimbursement for fingerprint costs	58.25
<b>Non-Payroll Total:</b>					<b>\$135,938.61</b>
<b>Payroll Total:</b>					<b>\$701,384.61</b>
<b>Report Total:</b>					<b>\$837,323.22</b>

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**Tulsa Honor Academy**  
**Purchase Order Register**

**Options:** Year: 2025-2026, Fund(s): LEASE FUND, Date Range: 7/15/2025 - 8/18/2025

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