



BOARD OF DIRECTORS MEETING

Tuesday, September 24, 2019

6:00 pm – 7:30 pm

Tulsa Honor Academy | 209 S. Lakewood Ave.

Posted on: _____ at _____

Posted by: _____

AGENDA

	Action	Item	Lead	Time
1.	-	Welcome	Palmer Johnson, Board Vice Chair	6:00 p.m.
2.	-	Roll Call	Palmer Johnson, Board Vice Chair	6:01 p.m.
3.	VOTE	Approval of the Consent Agenda a) Meeting Agenda b) August Meeting Minutes c) Estimate of Needs	Palmer Johnson, Board Vice Chair	6:03 p.m.
4.	VOTE	Amendment to the THA Board Policies	Palmer Johnson, Board Vice Chair	6:05 p.m.
5.	VOTE	Approval of new THA committees and chairs for each committee	Palmer Johnson, Board Vice Chair	6:10 p.m.
6.	VOTE	Approval of THA Strategic Plan Handout	Elsie Urueta Pollock, Executive Director	6:15 p.m.
7.	INFO	Executive Director's Report <ul style="list-style-type: none">• Network Update• Middle School Update• High School Update	Elsie Urueta Pollock, Executive Director Emily Clements, MS Principal Alex Webb, HS Principal	6:30 p.m.
8.	INFO	Committee Reports <ul style="list-style-type: none">• Governance• Finance• Development• PR/Marketing• Facilities	Committee Chairs	6:50 p.m.
9.	-	New Business	Palmer Johnson, Board Vice Chair	7:18 p.m.
10.	-	Adjourn	Palmer Johnson, Board Vice Chair	7:20 p.m.

ATTACHMENTS

- A. August 2019 Meeting Minutes
- B. Board Policy Amendments
- C. Slate of Committees and Chairs



BOARD OF DIRECTORS MEETING MINUTES

Wednesday, August 21, 2019

3:00 p.m. – 4:00 p.m.

McAfee & Taft | 2 W 2nd Street, Suite 11000

MINUTES

Item 1. Welcome

Board Chair Ben Stewart called the meeting to order at 3:02 p.m.

Item 2. Roll Call

Michael Brecht-Smith – Present
Nancy Carter – Present
Yolanda Charney – Absent
Conor Cleary – Absent
Moises Echeverria-Absent
John Gawey – Present
Jazi Hiriart-Present
Cynthia Jasso- Present
Palmer Johnson-Present
Kian Kamas-Present
Marvin Lizama- Present
Ben Stewart- Absent

Item 3. Approval of the Consent Agenda

- a) Meeting Agenda**
- b) June Meeting Minutes**

Mr. Johnson moved, 2nd by Mr. Gawey

Michael Brecht-Smith – Yes
Nancy Carter – Yes
Yolanda Charney – Absent
Conor Cleary – Absent
Moises Echeverria-Absent
John Gawey – Yes
Jazi Hiriart-Yes
Cynthia Jasso- Yes
Palmer Johnson-Yes
Kian Kamas-Yes
Marvin Lizama- Yes
Ben Stewart- Absent

Motion Passed

Item 4. Oklahoma Public School Resource Center (OPSRC) Outstanding Growth on the NWEA MAP in Reading and Math Award

Eric Doss, Director of Quality Charter Services for OPSRC, presented Elsie and the Board with the awards. OPSRC has almost 250 members.

Item 5. Level Field Partners (LFP) Presentation and Q&A

Jimmy Henderson, Partner, and Tyler Baier, Director, at LFP shared their professional background as well as an overview of LFP and national projects they have led. They presented their suggested project scope and preliminary timeline including due diligence, design, pricing, approvals, financing and construction. Mr. Henderson and Mr. Baier explained the initial scopes of work focused on project development as well as the elective scopes of work (supplemental financing and project leadership) and case studies.

Item 6. Approval of Level Field Partners Contract.

Ms. Jasso moved, 2nd by Mr. Gawey

Michael Brecht-Smith – Yes
Nancy Carter – Yes
Yolanda Charney – Absent
Conor Cleary – Absent
Moises Echeverria-Absent
John Gawey – Yes
Jazi Hiriart-Yes
Cynthia Jasso- Yes
Palmer Johnson-Yes
Kian Kamas-Yes
Marvin Lizama- Yes
Ben Stewart- Absent

Motion Passed

Item 7. THA HS, Y1 Building Updates

Amanda has been doing amazing work.

Item 8. Executive Director's Report

Ms. Urueta Pollock will be providing network, middle school, and high school updates at a later time.

Item 9. New Business

Mr. Lizama asked board members to sign up to provide donuts to all staff. He will contact everyone via email.

Item 10. Adjourn

The meeting adjourned at 4:09 p.m.

8/26/2019

Tulsa Honor Academy
Approved Appropriations - 2019-20 Fiscal Year compared to prior year

<u>Revenue Source</u>	<u>Code</u>	<u>General Fund</u>	2018-19 <u>General Fund</u>
LOCAL SOURCES			
Contributions and Donations (Kaiser Family Foundation)	1610	1,515,000.00	
Student Lunches	1710	13,698.65	
STATE SOURCES			
Foundation & Salary Incentive Aid	3210	3,126,970.00	1,619,789.00
Health Insurance Allowance (331-335)	3250	385,495.00	127,265.80
Purchase of Textbooks	333 3420	19,715.45	14,739.66
State Lunch Matching	385 3720	1,650.19	1,225.71
FEDERAL SOURCES			
Title I, pt. A	511 4210	132,680.00	147,478.72
Title II, Part A	541 4271	-	24,557.94
Title IV, Part A Student Support and Acad. Enrich.	552 4442	15,000.00	15,000.00
Flow Through	621 4310	75,000.00	30,000.00
Nat'l School Lunch Program	763 4710	193,337.95	157,087.48
School Breakfast Program	764 4720	89,266.95	74,340.16
Total Revenue		<u>5,567,814.19</u>	<u>2,211,484.47</u>
Fund Balance - Beginning	6110	255,147.95	(8,722.01)
Total Approved Appropriations		<u><u>5,822,962.14</u></u>	<u><u>2,202,762.46</u></u>

Publication Sheet - Board of Education
Financial Statement of the Various Funds for the Fiscal Year Ending June 30, 2019
Estimate of Needs for Fiscal Year Ending June 30, 2020
Tulsa Honor Academy Public Schools, School District No. E-18, Tulsa County, Oklahoma

STATEMENT OF FINANCIAL CONDITION

STATEMENT OF FINANCIAL CONDITION AS OF JUNE 30, 2019	GENERAL FUND DETAIL	BUILDING FUND DETAIL	CO-OP FUND DETAIL	NUTRITION FUND DETAIL
ASSETS:				
Cash Balance June 30, 2019	\$ 3,910,597.12	\$ 0.00	\$ 0.00	\$ 0.00
Investments	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL ASSETS	\$ 3,910,597.12	\$ 0.00	\$ 0.00	\$ 0.00
LIABILITIES AND RESERVES:				
Warrants Outstanding	\$ 3,654,379.67	\$ 0.00	\$ 0.00	\$ 0.00
Reserves From Schedule 7	\$ 1,069.50	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL LIABILITIES AND RESERVES	\$ 3,655,449.17	\$ 0.00	\$ 0.00	\$ 0.00
CASH FUND BALANCE (Deficit) JUNE 30, 2019	\$ 255,147.95	\$ 0.00	\$ 0.00	\$ 0.00

ESTIMATED NEEDS FOR FISCAL YEAR ENDING JUNE 30, 2020

GENERAL FUND	SINKING FUND BALANCE SHEET
Current Expense \$ 5,822,962.14	1. Cash Balance on Hand June 30, 2019 \$ 0.00
Reserve for Int. on Warrants & Revaluation \$ 0.00	2. Legal Investments Properly Maturing \$ 0.00
Total Required \$ 5,822,962.14	3. Judgments Paid To Recover By Tax Levy \$ 0.00
FINANCED:	4. Total Liquid Assets \$ 0.00
Cash Fund Balance \$ 255,147.95	Deduct Matured Indebtedness:
Estimated Miscellaneous Revenue \$ 5,567,814.19	5. a. Past-Due Coupons \$ 0.00
Total Deductions \$ 5,822,962.14	6. b. Interest Accrued Thereon \$ 0.00
Balance to Raise from Ad Valorem Tax \$ 0.00	7. c. Past-Due Bonds \$ 0.00
	8. d. Interest Thereon after Last Coupon \$ 0.00
	9. e. Fiscal Agency Commissions on Above \$ 0.00
	10. f. Judgments and Int. Levied for/Unpaid \$ 0.00
	11. Total Items a. Through f. \$ 0.00
	12. Balance of Assets Subject to Accrual \$ 0.00
	Deduct Accrual Reserve if Assets Sufficient:
	13. g. Earned Unmatured Interest \$ 0.00
	14. h. Accrual on Final Coupons \$ 0.00
	15. i. Accrued on Unmatured Bonds \$ 0.00
	16. Total Items g Through i \$ 0.00
	17. Excess of Assets Over Accrual Reserves **(Page 2) \$ 0.00
ESTIMATED MISCELLANEOUS REVENUE:	SINKING FUND REQUIREMENTS FOR 2019-2020
1000 Other District Sources of Revenue \$ 1,528,698.65	1. Interest Earnings on Bonds \$ 0.00
2100 County 4 Mill Ad Valorem Tax \$ 0.00	2. Accrual on Unmatured Bonds \$ 0.00
2200 County Apportionment (Mortgage Tax) \$ 0.00	3. Annual Accrual on "Prepaid" Judgments \$ 0.00
2300 Resale of Property Fund Distribution \$ 0.00	4. Annual Accrual on Unpaid Judgments \$ 0.00
2900 Other Intermediate Sources of Revenue \$ 0.00	5. Interest on Unpaid Judgments \$ 0.00
3110 Gross Production Tax \$ 0.00	6. PARTICIPATING CONTRIBUTIONS (Annexations):
3120 Motor Vehicle Collections \$ 0.00	7. For Credit to School Dist. No. \$ 0.00
3130 Rural Electric Cooperative Tax \$ 0.00	8. For Credit to School Dist. No. \$ 0.00
3140 State School Land Earnings \$ 0.00	9. For Credit to School Dist. No. \$ 0.00
3150 Vehicle Tax Stamps \$ 0.00	10. For Credit to School Dist. No. \$ 0.00
3160 Farm Implement Tax Stamps \$ 0.00	11. Annual Accrual From Exhibit KK \$ 0.00
3170 Trailers and Mobile Homes \$ 0.00	Total Sinking Fund Requirements \$ 0.00
3190 Other Dedicated Revenue \$ 0.00	Deduct:
3200 State Aid - General Operations \$ 3,512,465.00	1. Excess of Assets over Liabilities (if not a deficit) \$ 0.00
3300 State Aid - Competitive Grants \$ 0.00	2. Contributions From Other Districts \$ 0.00
3400 State - Categorical \$ 19,715.45	Balance To Raise \$ 0.00
3500 Special Programs \$ 0.00	
3600 Other State Sources of Revenue \$ 0.00	
3700 Child Nutrition Program \$ 1,650.19	
3800 State Vocational Programs \$ 0.00	
4100 Capital Outlay \$ 0.00	
4200 Disadvantaged Students \$ 132,680.00	
4300 Individuals With Disabilities \$ 75,000.00	
4400 Minority \$ 15,000.00	
4500 Operations \$ 0.00	
4600 Other Federal Sources of Revenue \$ 0.00	
4700 Child Nutrition Programs \$ 282,604.90	
4800 Federal Vocational Education \$ 0.00	
5000 Non-Revenue Receipts \$ 0.00	
Total Estimated Revenue \$ 5,567,814.19	

SINKING FUND	BUILDING FUND
13d. j. Unmatured Coupons Due Before 4-1-2020 \$ 0.00	Current Expense \$ 0.00
14d. k. Unmatured Bonds So Due \$ 0.00	Reserve for Int. on Warrants & Revaluation \$ 0.00
15d. l. Whatever Remains is for Exhibit KK Line E. \$ 0.00	Total Required \$ 0.00
16d. Deficit as Shown on Sinking Fund Balance Sheet. \$ 0.00	FINANCED:
17d. Less Cash Requirements for Current Fiscal Year in Excess of Cash on Hand \$ 0.00	Cash Fund Balance \$ 0.00
18d. Remaining Deficit is for Exhibit KK Line F. \$ 0.00	Estimated Miscellaneous Revenue \$ 0.00
	Total Deductions \$ 0.00
	Balance to Raise from Ad Valorem Tax \$ 0.00

CO-OP FUND	CHILD NUTRITION PROGRAMS FUND
Current Expense \$ 0.00	\$ 0.00
Reserve for Int. on Warrants & Revaluation \$ 0.00	\$ 0.00
Total Required \$ 0.00	\$ 0.00
FINANCED:	
Cash Fund Balance \$ 0.00	\$ 0.00
Estimated Miscellaneous Revenue \$ 0.00	\$ 0.00
Total Deductions \$ 0.00	\$ 0.00
Balance \$ 0.00	\$ 0.00

Publication Sheet - Board of Education
Financial Statement of the Various Funds for the Fiscal Year Ending June 30, 2019
Estimate of Needs for Fiscal Year Ending June 30, 2020
Public Schools, School District No. , County, Oklahoma

CERTIFICATE - GOVERNING BOARD

STATE OF OKLAHOMA, COUNTY OF TULSA, ss:

We, the undersigned duly elected, qualified and acting officers of the Board of Education of Tulsa Honor Academy Public Schools, School District No. E-18, of Said County and State, do hereby certify that at a meeting of the Governing Body of the said District begun at the time provided by law for districts of this class and pursuant to the provisions of 68 O. S. 2001 Section 3003, the foregoing statement was prepared and is a true and correct condition of the Financial Affairs of said District as reflected by the records of the District Clerk and Treasurer. We further certify that the foregoing estimate for current expenses for the fiscal year beginning July 1, 2019 and ending June 30, 2020, as shown are reasonably necessary for the proper conduct of the affairs of the said District, that the Estimated Income to be derived from sources other than ad valorem taxation does not exceed the lawfully authorized ratio of the revenue derived from the same sources during the preceding year.

President of Board of Education

Subscribed and sworn to before me this _____, 2019

Notary Public

The Estimate of Needs shall be published in one issue in some legally qualified newspaper published in such political subdivision. If there be no such newspaper published in such political subdivision, such statement and estimate shall be so published in some legally qualified newspaper of general circulation therein; and such publication shall be made, in each instance, by the board or authority making the estimate.

SUPPLEMENTAL ESTIMATE

FOR

E-018, TULSA HONOR ACADEMY
 (County) TULSA City TULSA Town _____ or _____ Board of Education)
 of _____ COUNTY, OKLAHOMA
 With Exhibits showing the Financial Condition of the GENERAL FUND at the close of the month
 ending June 30, 2019

And a Statement of Additional Needs for the remainder of the
 Fiscal Year ending June 30, 2019

To the County Excise Board

County of TULSA, State of Oklahoma

Greetings:

Pursuant to the requirements of 68 Okla.St. Ann. § 3021, we herewith submit for your consideration the within Statement of the Fiscal Condition of the General Fund of the Tulsa Honor Academy County of Tulsa, State of Oklahoma, for that portion of the current fiscal year beginning July 1, 20____, and ending with the close of business on the last day of the month of June 30, 2019, together with an itemized statement of balances in appropriations now considered unnecessary or dispensable in view of greater needs, and an itemized statement of additional needs considered essential in the proper conduct of said municipality for the remainder of the current fiscal year ending June 30, 2019. As to the Counties and Cities, find attached hereto certificate of publication as required by said Section 3021. We further certify that the estimate of income from sources other than Ad Valorem Tax for the remainder of the current fiscal year is reasonably probable of collection before June 30th next, and that such estimate is based on the estimated income other than ad valorem tax as fixed by the excise board for the current fiscal year, after excluding any estimate of such income to be received from prior or back ad valorem tax as to which the date of sale for delinquency has elapsed.

We further certify that the aggregate amount of said proposed additional and supplemental appropriations, when added to the original appropriations for the fiscal year, is not in excess of the income and revenue provided and accumulated for this current fiscal year, that Officers in charge of Departments affected by proposed cancellations have been notified of such proposals, and that no part of the revenue of this or a previous year against which there are any outstanding claims, contracts or warrants has been included in this Supplemental Estimate.

Dated at _____, Oklahoma, this _____ day of _____, 20____
X _____ X _____
 (Member) (Chairman, President or Member)

Attest: _____
 (Clerk) (Member)

CERTIFICATE OF TRUE STATEMENT OF FINANCIAL CONDITION AND CASH ON HAND

We, the undersigned, do hereby solemnly swear or affirm that the within Exhibits "D," "F," "M" and "Y" reflect a true and correct statement of the condition of the General FUND for each of the stated Fiscal Accounts of the Tulsa Honor Academy (municipality), of Tulsa County, Oklahoma, at the close of business on June 30, 2019, that we have no knowledge or record of any claims or contracts pending against the Balances of Appropriations proposed for cancellation; and that all of said statements are in accordance with and as shown by the records of our respective officers, each, so help me God.

Treasurer's signature: _____ Clerk's signature: _____
 (Treasurer) (Clerk)

Subscribed and sworn to before me this the _____ day of _____, 20____
 _____, 20____

(County Clerk or Notary Public)

(County Clerk or Notary Public)

(UNLESS BOTH CLERK AND TREASURER SWEAR TO THIS CERTIFICATE, IT SHALL NOT BE APPROVED)

Filed this the _____ day of _____, 20____, County Clerk

NOTE:--The same officers shall sign this application as law required to sign the Financial Statement and Estimate of Needs for a county or any subdivision thereto when the same is filed in July with the County Excise Board.

Schedule 1		Cancellation of Appropriations		PUBLISH					
Acct	DEPARTMENT	PURPOSE	1 BALANCE AVAILABLE		2 PROPOSED CANCELLATIONS		3 CANCELED BY EXCISE BOARD		
		NONE							
		Total							

Schedule 2		Supplemental and Additional Estimated Needs		PUBLISH					
Acct	DEPARTMENT	PURPOSE	1 AMOUNT REQUESTED		2 PUBLISHED BY GOV. BOARD		3 APPROVED BY EXCISE BOARD		
		Current Expenses	1588,842.97	1,588,842.97	1,588,842.97				
	General Government	Additional Provision for Interest on Warrants							

Exhibit "F"		Miscellaneous Revenue Other than Current							
SOURCE OF REVENUE <small>Include estimate of revenue from ALL sources except current ad valorem tax.</small>			1(Not 1) ESTIMATES APPROVED BY EXCISE BOARD		2 ACTUALLY COLL- ECTED TO DATE IN CAPTION		3(Not 2) BALANCE COLL- ECTIBLE APP'D BY GOV. BOARD		
1	Surplus of Prior Year (20) after providing for all obligations thereof.							None after Not. 1.	
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19	Total Estimated (Col. 1) and Collected (Col. 2) and Uncollected (Col. 3.)								
20	Deduct Item 1, Column 1 (Surplus from Delinquent Tax)								
21	Estimate of Miscellaneous Revenue Exclusive of Back Tax								
22	Transfer Column 2 Total Into Column 3								
23	Current Tax Receipts into Delinquency Reserve (D-4 minus S-13)								
24	Total Collected and Probable for the year								
25	Deduct: 1. Original Estimate of Miscellaneous Revenue (F-19, Column 1)								
26	and(Y-11)2. Surplus Applied in Supplemental dated 20								
27	and (Y-12) 3. Surplus Applied in Supplemental dated 20								
28	and 4. Deficiency in "Plan of Financing" Appropriations (Y-14)								
29									
30	Total Already Applied								
31	Surplus Available (Not to Exceed Surplus on D-29)								

NOTE: 1. Include all lawful estimates such as original and state aid estimate by Excise Board for Schools.
2. No authority for remainder of year more than the balance of lawfully approved miscellaneous estimate.

Exhibit "F"		Miscellaneous Revenue Other than Current			
SOURCE OF REVENUE Include estimate of revenue from ALL sources except current ad valorem tax.		1 (Note 1) ESTIMATES APPROVED BY EXCISE BOARD	2 ACTUALLY COLLECTED TO DATE IN CAPTION	3 (Note 2) BALANCE COLLECTIBLE APP'D BY GOV. BOARD	
1	Surplus of Prior Year (20) after providing for all obligations thereof.			None after Nov. 1	
2					
3	Bookstore revenue (1450)		3,627.00		
4	Miscellaneous Revenue (1590)		61,014.06		
5	Contributions and Donations (1610,1650)		696,317.88		
6	All Other Miscellaneous Revenue (1692)		15,687.80		
7	Child Nutrition Local Collections (1700s)		14,419.63		
8	State Aid (3210)	1,619,789.00	2,255,763.60		
9	Flexible Benefit Allowance (3250)	127,265.80	196,853.52		
10	State Textbook (3420)	14,739.66	16,546.94		
11	State CNP Matching (3720)	1,225.71	1,737.04		
12	Title I (4210)	147,478.72	126,805.91		
13	Title II, Part A (4271)	24,557.94	24,557.94		
14	Special Education Flowthrough (4310)	30,000.00	72,190.41		
15	Title IV, Part A Student Support and Academic Enrichment (4442)	15,000.00	15,000.00		
16	Nat'l School Lunch Program (4710)	157,087.48	203,513.63		
17	School Breakfast Program (4720)	74,340.16	93,965.21		
18					
19	Total Estimated (Col. 1) and Collected (Col. 2) and Uncollected (Col. 3)	2,211,484.47	3,798,000.57	-	
20	Deduct Item 1, Column 1 (Surplus from Delinquent Tax)				
21	Estimate of Miscellaneous Revenue Exclusive of Back Tax				
22	Estopped Warrants/Lapsed Appropriations		2,326.87		
23	Current Tax Receipts into Delinquency Reserve (D-4 minus S-13)				
24	Total Collected and Probably for the year			3,800,327.44	
25	Deduct: 1. Original Estimate of Miscellaneous Revenue (F-19, Column 1)	2,211,484.47			
26	and (Y-11) 2. Surplus Applied in Supplemental dated 20				
27	and (Y-12) 3. Surplus Applied in Supplemental dated 20				
28	and 4. Deficiency in "Plan of Financing" Appropriations (Y-14)				
29					
30	Total Already Applied			2,211,484.47	
31	Surplus Available (Not to Exceed Surplus on D-29)			1,588,842.97	

GENERAL FUND ON LAST DAY OF MONTH OF June 30, 2019
 E-018, Tulsa Honor Academy OF Tulsa COUNTY, OKLAHOMA.

Exhibit "M"		Appropriation Summary		
		1 FOR WARRANTS	2 FOR INTEREST	3 TOTAL
1	Original Estimate "Made and Approved" as filed with State Auditor	2,202,762.46		2,202,762.46
2	Increase due to Supplemental Appropriation dated 20			
3	Increase due to Supplemental Appropriation dated 20			
4				
5	Total Appropriations Approved	2,202,762.46		2,202,762.46
6	Cancellations and Reserves			
7	Reserved for Pending Appropriation Protest on Items not included in 68 Old.St. Ann., § 3032			
8	Canceled by Court Order			
9	Canceled by Excise Board under authority of 68 Old. St. Ann., § 3023			
10				
11	Total Cancellation and Reserves			
12	Net Approved Appropriations	2,202,762.46		2,202,762.46
Exhibit "Y"		Method of Financing Appropriations		
	Equalized Certified Mills Assessed Valuation \$ <u>0</u> and Extended _____ Levy Certified	1 DETAIL	2 TOTAL	3 EXTENSION
1	Gross Proceeds of Levy Certified to State Auditor	-0-		
2	Deduct: 1. Gross Proceeds of _____ Mills Canceled by Excise Board 68 Old.St. Ann., § 3023			
3	and 2. Gross Proceeds of _____ Mills Canceled by Court Order			
4	and 3. Gross Proceeds of _____ Mills for Levy Protests still pending			
5	Balance Gross Proceeds of Levy free of Protests	-0-	-0-	
6	Deduct: Reserve at _____ % for Delinquencies (1/1 1 if at 10%)		-0-	
7	Net Tax Available to Finance Appropriations		0	
8	Surplus Cash of Prior Year on hand July 1 (Examine Tax Court J. E. for adjustments)		8,722.01	
9	Protest Tax Refund Unclaimed fully released Jul 1 (Examine Tax Court J. E. for adjustments)			
10	Estimate of all Misc. Incomes other than Current Tax (Exhibit "F", Column 1, Line 19)		2,211,484.47	
11	Surplus Collections added by Supplement dated 20			
12	Surplus Collections added by Supplement dated 20			
13	Total Finance free of Protests to Cover Exhibit "M", Line 11, Column 3			2,202,762.46
14	Note any deficiency in Plan of Finance (Any Excess of M-11-3 over Y-13) (See F-28)			NONE
Exhibit "D"		Current Cash		
	Receipts, Disbursements and Balance Sheet Condition	1 DETAIL	2 TOTAL	3 EXTENSION
1	Cash Surplus of Prior Year Actually on Hand July 1 (Y-8)	8,722.01		
2	Released Unclaimed Protest Tax Refund on Hand July 1 (Note 2) (Y-9)			
3	Stopped Warrants	2,326.87		
4	Current Tax Apportioned			
5	Miscellaneous Income Other Than Current Tax Apportioned (F-19, Column 2)	3,788,000.57		
6				
7	Total Balance and Receipts		3,791,605.43	
8	Current Warrants Paid	3,535,357.98		
9	Interest Paid Thereon			
10	Reserves	1,069.50		
11	Total Disbursements		3,536,457.48	
	(Publish) BALANCE SHEET Current Assets			
12	Balance Cash on Hand on date shown in caption above		255,147.95	
13	Net Current Tax Available Free of all Protests and Reserves (Y-7)			
14	Deduct Current tax Apportioned (D-4)			
15	Net Balance Current Tax in Process of Collection (To Column 3)			
16	Balance of Original Estimate of Miscellaneous Income (F-19, Column 3)			
17	Total Assets			255,147.95
	Current Liabilities and Reserves			
18	Appropriations Available for Warrant Issues (M-11, Column 1)	2,202,762.46		
19	Deduct Warrants Issued to Date in Caption	3,536,457.48		
20	Balance Appropriations Available (To Column 3)		1,333,695.02	
21	Current Warrants Outstanding on Date in Caption (D-19 Less D-8)			
22	Provision Made for Interest on Current Warrants (M-1 1, Column 2)			
23	Deduct Interest Provision Used to Date (D-9)			
24	Residue of Interest Provision (If More is Needed, Enter in Schedule 2)			
25				
26				
27	Total Liabilities and Reserves			1,333,695.02
28	Deficit			
29	Surplus --- (If Correctly Prepared Will Agree With F-3 1)			1,588,812.93

1. Publish all Items Below Line 11 of Exhibit "D" in Counties and Cities

2. Include No Unclaimed Protest Tax Refunds on Which the 6-Months Expired After July 1

PROOF OF PUBLICATION
AFFIDAVIT

STATE OF OKLAHOMA, COUNTY OF Tulsa, ss

Personally appeared before me, the undersigned Notary Public, _____
Clerk of _____ of the County and State aforesaid, who being first duly sworn according to law, deposes
and says--That he complied with the law by having Exhibits "D" Balance Sheet, and Schedules 1 and 2, of the within Financial Statement
and Estimate published as required by law in at least one issue of the _____
a weekly-daily newspaper published in the City-Town of _____, a copy of which published
statement and estimate, together with proof of publication thereof, is hereto attached marked Exhibit "A," and made a part hereof. In
evidence whereof the Affiant has subscribed hereto under oath.

Subscribed and sworn to before me this _____ day of _____, 20____ Clerk
My commission expires _____, 20____, Notary Public

CERTIFICATE OF EXCISE BOARD

STATE OF OKLAHOMA, _____, ss:

We, the undersigned, Members of the Excise Board of said County and State, do hereby certify that we have examined and
carefully considered the application and proposal of the Governing Board of Tulsa Honor Academy

of the same County and State aforesaid, for additional and supplemental appropriations for certain current expense purposes for the
remainder of the fiscal year ending June 30, 20 19, the financial statement submitted therewith as of the month ending
June, 20 19, and the list of appropriations and parts thereof proposed for cancellation, after hearing any protests against
such proposed cancellations.

We rely on the sworn statements of the Clerk and of the Treasurer and of the Governing Board of the within-named municipality
that the revenues already received have been properly credited to the several Fiscal Year Accounts, that all warrant issues have been
properly charged thereto or paid therefrom, and that no unpaid claims or contracts are pending against the balances of Appropriations
submitted for cancellation.

We find, on analysis of the within Financial Statements, that the available surplus revenue already accrued and which is subject
to supplementary appropriations under title 28 Okla.St. Ann. § 3021, is as follows:

Canceled Current Appropriation Balances, as per Schedule 1, column 3	\$	
Current Revenues Actually Collected in excess of previous Appropriated Estimates, Exhibit "D," line 29, ...	\$	<u>1,588,842.97</u>
Total Surplus Approved and Appropriated to Current <u>General</u> Fund use, Schedule 2	\$	<u>1,588,842.97</u>

Wherefore, we have and do order cancellation of Appropriation Items as shown in last column of Schedule 1, and we hereby
appropriate the Current Revenues released thereby, together with Current Surplus Assets disclosed to Current Purposes, and we have
and do hereby approve and make additional and supplemental Appropriations as listed in column 3 of Schedule 2 in the total sum of

\$1,588,842.97 \$ _____ which is within the total amount of surplus Revenue accrued as scheduled. The Secretary of the County Excise Board is
hereby ordered to certify the same to the Clerk of the within-named municipality or subdivision of the State of Oklahoma, who is hereby
authorized to enter the same upon his records, to notify his Treasurer of this action, and to make said funds available to his Governing
Board.

Dated at Tulsa, Oklahoma, this _____ day of _____, 20____

Attest: _____
Secretary of County Excise Board

Signed _____
Chairman of County Excise Board

Member of County Excise Board

Member of County Excise Board

**School District
2019-2020 Estimate of Needs
and
Financial Statement of the Fiscal Year 2018-2019**

**Board of Education of Tulsa Honor Academy Public Schools
District No. E-18
County of Tulsa
State of Oklahoma**

To the Excise Board of said County and State, Greetings:

Pursuant to the requirements of 68 O. S. 2001 Section 3002, we submit herewith, for your consideration the within statement of the financial condition of the Board of Education of Tulsa Honor Academy Public Schools, District No. E-18, County of Tulsa, State of Oklahoma for the fiscal year beginning July 1, 2019, and ending June 30, 2020, together with an itemized statement of the estimated Income and Probable Needs of said School District for the ensuing fiscal year. We have separately prepared, executed and submit Financial Statements for the Fiscal Year so terminated, and Estimate of Requirements for the ensuing Fiscal Year, for such Sinking Fund, if any, as pertains to this District for the Bond, Coupon, and Judgment indebtedness, if any, outstanding and unpaid as of June 30, 2020, and also for the Sinking Fund of any disorganized District whose area or the major portion thereof is now embraced within the boundaries of this District; and this Certificate is as applicable thereto as if fully embodied therein. The same have been prepared in conformity with Statute.

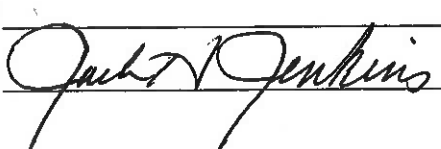
Two copies of this Financial Statement and Estimate of Needs should be filed with the County Clerk not later than September 30 for all School Districts. One complete signed copy must be sent to the State Auditor and Inspector, 2300 N. Lincoln Blvd Room 100, Oklahoma City, OK 73105-4801 and one copy will be retained by the County Clerk. If publication may not be had by date required for filing, affidavit and proof of publication are required to be attached within five days after date of filing.

Prepared by: Jenkins & Kemper, CPAs, P.C.

Submitted to the Tulsa County Excise Board

This _____ Day of _____, 2019

School Board Member's Signatures

Chairman: _____	Clerk: _____
Member: _____	Member: _____
Member: _____	Member: _____
Member: _____	Member: _____
Member: _____	Member: _____
Treasurer 	

Affidavit of Publication

State of Oklahoma, County of Tulsa

I, _____, the undersigned duly qualified and acting Clerk of the Board of Education of Tulsa Honor Academy Public Schools, School District No. E-18, County and State aforesaid, being first duly sworn according to law, hereby depose and say:

1. That I complied with 68 O. S. 2001 Section 3002, (both independent and dependent) by having the within Financial Statement and Estimate of Needs which was prepared at the time and in the manner provided by law, published as required by law, in a legally-qualified newspaper of general circulation in the district, there being no legally-qualified newspaper published in the school district, as evidenced by a copy of such published statement and estimate together with proof of publication thereof attached hereto marked Exhibit No. 1 and made a part hereof (strike inapplicable phrases).
2. That I complied with currently effective statutes, by having the Notice of Emergency Levy Election and the call for such Election on the date hereinbefore certified by the Governing Board, the Itemized Statements and the Itemized Estimate of the amount necessary for the ensuing fiscal year requiring such emergency levy for the current expense purposes as prepared by the Board of Education duly published or posted, as the case may be, in full compliance with law for this class of school district, and as provided by law duly made public in the manner and at the time provided by law, for this class of district and in all respects according to law, in relation to said election on such emergency levy as hereinbefore certified by said Governing Board.
3. That I complied with the statute by having published or posted (if required for this class of district) the notice of local support levy election, and the call for such election on the date hereinbefore certified by the Board of Education. That the Estimate of Needs as prepared by the Board of Education required such local support levy in addition to other tax levies, to fully meet the current expense purposes of the school district for the ensuing year.
4. That in conformity to resolution by said Board of Education, I caused Notice of Building Fund Levy Election under the provisions of Article 10, Section 10, Oklahoma Constitution, and the Call of such Election on the date hereinbefore certified by the Governing Board, together with Itemized Statements and an Estimate of the amount necessary for the ensuing fiscal year requiring such levy for the purpose of erecting, remodeling or repairing school buildings, and for purchasing school furniture, in said District, published or posted to contain such Notice and Call, fixing the number of voting places and particularly describing each and every such place or places, and fixing the day on which such election should be had after the expiration of such notice, duly published or posted as is required by law for this class of district.

Clerk, Board of Education

Subscribed and sworn to before me this _____ day of _____, 2019.

Notary Public

My Commission Expires

Secretary and Clerk of Excise Board
Tulsa County, Oklahoma



JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.
Independent Accountant's Compilation Report

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

August 26, 2019

Honorable Board of Education
Tulsa Honor Academy
District No. E-018, Tulsa County

We have compiled the 2018-2019 prescribed financial statements as of and for the fiscal year ended June 30, 2019, and the 2019-2020 Estimate of Needs (S.A.&I. Form 2661R06) and Publication Sheet (S.A.&I. Form 2662R06) for District No. E-018, Tulsa County, included in the accompanying prescribed form. We have not audited or reviewed the prescribed financial statements, estimate of needs and publication sheet forms referred to above and, accordingly, do not express an opinion or provide any assurance about whether the prescribed financial statements, estimate of needs and publication sheet forms are in accordance with the basis of accounting prescribed by the Office of the Oklahoma State Auditor and Inspector.

Management is responsible for the preparation and fair presentation of the prescribed financial statements, estimate of needs and publication sheet in accordance with the applicable prescribed financial framework and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the prescribed financial statements, estimate of needs and publication sheet.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements and supporting information without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the prescribed financial statements, estimate of needs and publication sheet.

The prescribed financial statements, estimate of needs and publication sheet forms are presented in accordance with the requirements prescribed by the Office of the Oklahoma State Auditor and Inspector per 68 OS § 3003.B., as defined by rules promulgated by the Oklahoma State Department of Education per 70 OS § 5-134.1.D., which differ from generally accepted accounting principles. Accordingly, these prescribed forms are not designed for those who are not informed about such differences.

This report is intended solely for the information and use of the Oklahoma Department of Education, Tulsa Honor Academy, Tulsa County Excise Board, and for filing with the State Auditor and Inspector of Oklahoma and is not intended to be and should not be used by anyone other than these specified parties.

We are not independent with respect to Tulsa Honor Academy.

Sincerely,

Jenkins & Kemper, CPAs P.C.

Jenkins & Kemper
Certified Public Accountants, P.C.

Index Page

General.....	1
Exhibit Y.....	7
Exhibit Z.....	11
Publication.....	13

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GENERAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2018 TO JUNE 30, 2019
ESTIMATE OF NEEDS FOR 2019-2020

EXHIBIT 'A'

Schedule 1: Current Balance Sheet for June 30, 2019	
	Amount
ASSETS:	
Cash Balances	\$3,910,597.12
Investments	\$0.00
TOTAL ASSETS	\$3,910,597.12
LIABILITIES AND RESERVES:	
Warrants Outstanding	\$3,654,379.67
Reserve for Interest on Warrants	\$0.00
Reserves From Schedule 8	\$1,069.50
TOTAL LIABILITIES AND RESERVES	\$3,655,449.17
CASH FUND BALANCE JUNE 30, 2019	\$255,147.95
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	\$3,910,597.12

Schedule 2: Revenue and Requirements, 2018-2019		
REVENUE:	Estimated Budget	Actual Revenue & Expenditures
Revenues, Non-Revenue Receipts & Cash Balances (Schedule 6)	\$2,202,762.46	\$3,791,605.43
LESS: REQUIREMENTS:		
Expenditures (Schedule 8)	\$0.00	\$3,536,457.48
CASH FUND BALANCE JUNE 30, 2019	\$2,202,762.46	\$255,147.95

Schedule 3: General Fund Cash Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2018-19	2017-18	PRE-2017	Total
Cash Balance Reported to Excise Board 6-30-18	\$0.00	\$114,957.18	\$0.00	\$114,957.18
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE				
Revenues/Non-Rev (Sch 6 Source Codes 1000 to 5999)	\$3,798,000.57	\$0.00	\$0.00	\$3,798,000.57
Cash Balances Transferred (Sch 6 Source Code 6110)	-\$8,722.01	\$8,722.01	\$0.00	\$0.00
Prior Year Lapsed Appropri (Sch 6 Source Code 6130)	\$0.00	-\$4,687.50	\$0.00	-\$4,687.50
Estopped Warrants (Sch 6 Source Code 6140)	\$2,326.87	\$0.00	\$0.00	\$2,326.87
Interfund Transfers (Sch 6 Source Code 6200)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE	\$3,791,605.43	\$4,034.51	\$0.00	\$3,795,639.94
Warrants Paid of Year in Caption	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DISBURSEMENTS	\$0.00	\$0.00	\$0.00	\$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2019	\$3,791,605.43	\$118,991.69	\$0.00	\$3,910,597.12
Reserve for Warrants Outstanding (Schedule 4)	\$3,535,387.98	\$118,991.69	\$0.00	\$3,654,379.67
Reserve for Encumbrances (Schedule 8)	\$1,069.50	\$0.00	\$0.00	\$1,069.50
TOTAL LIABILITIES AND RESERVE	\$3,536,457.48	\$118,991.69	\$0.00	\$3,655,449.17
DEFICIT:	\$0.00	\$0.00	\$0.00	\$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	\$255,147.95	\$0.00	\$0.00	\$255,147.95

Schedule 4: General Fund Warrant Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2018-19	2017-18	PRE-2017	Total
Warrants Outstanding 6-30 of Year in Caption	\$0.00	\$118,991.69	\$0.00	\$118,991.69
Warrants Registered During Year	\$3,535,387.98	\$0.00	\$0.00	\$3,535,387.98
TOTAL	\$3,535,387.98	\$118,991.69	\$0.00	\$3,654,379.67
Warrants Paid During Year	\$0.00	\$0.00	\$0.00	\$0.00
Warrants Converted to Bonds or Judgments	\$0.00	\$0.00	\$0.00	\$0.00
Warrants Estopped by Statute/Canceled	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL WARRANTS RETIRED	\$0.00	\$0.00	\$0.00	\$0.00
BALANCE WARRANTS OUTSTANDING JUNE 30, 2019	\$3,535,387.98	\$118,991.69	\$0.00	\$3,654,379.67

Schedule 5: 2018 Ad Valorem Tax Account		
ACCOUNTS COVERING THE PERIOD JULY 1, 2018 TO JUNE 30, 2019	0.000 Mills	Amount
2018 Net Valuation Certified to County Excise Board		\$0.00
Total Proceeds of Levy as Certified		\$0.00
Additions:		\$0.00
Deductions:		\$0.00
Gross Balance Tax		\$0.00
Less Reserve for Delinquent Tax		\$0.00
Reserve for Protests Pending		\$0.00
Balance Available Tax		\$0.00
Deduct 2018 Tax Apportioned		\$0.00
Net Balance 2018 Tax in Process of Collection		\$0.00
Excess Collections		\$0.00

S.A. & I. Form 2662R1.1.12 Entity: Academy of Seminole Public Schools J-2, Oklahoma County
See Accountant's Compilation Report

26-Aug-2019

GENERAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2018 TO JUNE 30, 2019
ESTIMATE OF NEEDS FOR 2019-2020

EXHIBIT 'A'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances		
SOURCE	2018-19 Account	
	AMOUNT ESTIMATED	ACTUALLY COLLECTED
1000 DISTRICT SOURCES OF REVENUE:		
1100 TAXES LEVIED/ASSESSED		
1110 Ad Valorem Tax Levy (Current Year)	\$0.00	\$0.00
1120 Ad Valorem Tax Levy (Prior Years)	\$0.00	\$0.00
1130 Revenue In Lieu Of Taxes	\$0.00	\$0.00
1140 Revenue From Local Governmental Units Other Than Leas	\$0.00	\$0.00
1190 Other Taxes	\$0.00	\$0.00
TOTAL TAXES LEVIED/ASSESSED	\$0.00	\$0.00
1200 Tuition & Fees	\$0.00	\$0.00
1300 Earnings on Investments and Bond Sales	\$0.00	\$0.01
1400 Rental, Disposals and Commissions	\$0.00	\$3,627.00
1500 Reimbursements	\$0.00	\$61,014.05
1600 Other Local Sources of Revenue	\$0.00	\$712,005.68
1700 Child Nutrition Programs	\$0.00	\$14,419.63
1800 Athletics	\$0.00	\$0.00
TOTAL DISTRICT SOURCES OF REVENUE	\$0.00	\$791,066.37
2000 INTERMEDIATE SOURCES OF REVENUE:		
2100 County 4 Mill Ad Valorem Tax	\$0.00	\$0.00
2200 County Apportionment (Mortgage Tax)	\$0.00	\$0.00
2300 Resale of Property Fund Distribution	\$0.00	\$0.00
2900 Other Intermediate Sources of Revenue	\$0.00	\$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	\$0.00	\$0.00
3000 STATE SOURCES OF REVENUE:		
3100 STATE DEDICATED SOURCES OF REVENUE		
3110 Gross Production Tax	\$0.00	\$0.00
3120 Motor Vehicle Collections	\$0.00	\$0.00
3130 Rural Electric Cooperative Tax	\$0.00	\$0.00
3140 State School Land Earnings	\$0.00	\$0.00
3150 Vehicle Tax Stamps	\$0.00	\$0.00
3160 Farm Implement Tax Stamps	\$0.00	\$0.00
3170 Trailers and Mobile Homes	\$0.00	\$0.00
3190 Other Dedicated Revenue	\$0.00	\$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	\$0.00	\$0.00
3200 STATE AID - NONCATEGORICAL		
3210 Foundation and Salary Incentive Aid	\$1,619,789.00	\$2,255,763.60
3220 Mid-Term Adjustment For Attendance	\$0.00	\$0.00
3230 Teacher Consultant Stipend	\$0.00	\$0.00
3240 Disaster Assistance	\$0.00	\$0.00
3250 Flexible Benefit Allowance	\$127,265.80	\$196,853.52
TOTAL STATE AID - NONCATEGORICAL	\$1,747,054.80	\$2,452,617.12
3300 State Aid - Competitive Grants - Categorical	\$0.00	\$0.00
3400 State - Categorical	\$14,739.66	\$16,546.94
3500 Special Programs	\$0.00	\$0.00
3600 Other State Sources of Revenue	\$0.00	\$0.00
3700 Child Nutrition Program	\$1,225.71	\$1,737.04
3800 State Vocational Programs - Multi-Source	\$0.00	\$0.00
TOTAL STATE SOURCES OF REVENUE	\$1,763,020.17	\$2,470,901.10
4000 FEDERAL SOURCES OF REVENUE:		
4100 Grants-In-Aid Direct From The Federal Government	\$0.00	\$0.00
4200 Disadvantaged Students	\$172,036.66	\$151,363.85
4300 Individuals With Disabilities	\$30,000.00	\$72,190.41
4400 No Child Left Behind	\$15,000.00	\$15,000.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	\$0.00	\$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	\$0.00	\$0.00
4700 Child Nutrition Programs	\$231,427.64	\$297,478.84
4800 Federal Vocational Education	\$0.00	\$0.00
TOTAL FEDERAL SOURCES OF REVENUE	\$448,464.30	\$536,033.10
5000 NON-REVENUE RECEIPTS:		
TOTAL NON-REVENUE RECEIPTS	\$0.00	\$0.00
6000 BALANCE SHEET ACCOUNTS:		
6100 CASH ACCOUNTS		
6110 Cash Forward	-\$8,722.01	-\$8,722.01
6130 Prior-Year Lapsed Appropriations (Schedule 6)	\$0.00	\$0.00
6140 Estopped Warrants by Statute	\$0.00	\$2,326.87
TOTAL CASH ACCOUNTS	-\$8,722.01	-\$6,395.14
6200 Interfund Transfers	\$0.00	\$0.00
TOTAL BALANCE SHEET ACCOUNTS	-\$8,722.01	-\$6,395.14
GRAND TOTAL	\$2,202,762.46	\$3,791,605.43

EXHIBIT 'A'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances (Continued)				
SOURCE	2018-19 Account	BASIS AND LIMIT OF ENSUING	ESTIMATED BY GOVERNING BOARD	APPROVED BY EXCISE BOARD
	OVER/UNDER			
1000 DISTRICT SOURCES OF REVENUE:				
1100 TAXES LEVIED/ASSESSED				
1110 Ad Valorem Tax Levy (Current Year)	\$0.00	0.00%	\$0.00	\$0.00
1120 Ad Valorem Tax Levy (Prior Years)	\$0.00	0.00%	\$0.00	\$0.00
1130 Revenue In Lieu Of Taxes	\$0.00	0.00%	\$0.00	\$0.00
1140 Revenue From Local Governmental Units Other Than Leas	\$0.00	0.00%	\$0.00	\$0.00
1190 Other Taxes	\$0.00	0.00%	\$0.00	\$0.00
TOTAL TAXES LEVIED/ASSESSED	\$0.00		\$0.00	\$0.00
1200 Tuition & Fees	\$0.00	0.00%	\$0.00	\$0.00
1300 Earnings on Investments and Bond Sales	\$0.01	0.00%	\$0.00	\$0.00
1400 Rental, Disposals and Commissions	\$3,627.00	0.00%	\$0.00	\$0.00
1500 Reimbursements	\$61,014.05	0.00%	\$0.00	\$0.00
1600 Other Local Sources of Revenue	\$712,005.68	212.78%	\$1,515,000.00	\$1,515,000.00
1700 Child Nutrition Programs	\$14,419.63	95.00%	\$13,698.65	\$13,698.65
1800 Athletics	\$0.00	0.00%	\$0.00	\$0.00
TOTAL DISTRICT SOURCES OF REVENUE	\$791,066.37		\$1,528,698.65	\$1,528,698.65
2000 INTERMEDIATE SOURCES OF REVENUE:				
2100 County 4 Mill Ad Valorem Tax	\$0.00	0.00%	\$0.00	\$0.00
2200 County Apportionment (Mortgage Tax)	\$0.00	0.00%	\$0.00	\$0.00
2300 Resale of Property Fund Distribution	\$0.00	0.00%	\$0.00	\$0.00
2900 Other Intermediate Sources of Revenue	\$0.00	0.00%	\$0.00	\$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	\$0.00		\$0.00	\$0.00
3000 STATE SOURCES OF REVENUE:				
3100 STATE DEDICATED SOURCES OF REVENUE:				
3110 Gross Production Tax	\$0.00	0.00%	\$0.00	\$0.00
3120 Motor Vehicle Collections	\$0.00	0.00%	\$0.00	\$0.00
3130 Rural Electric Cooperative Tax	\$0.00	0.00%	\$0.00	\$0.00
3140 State School Land Earnings	\$0.00	0.00%	\$0.00	\$0.00
3150 Vehicle Tax Stamps	\$0.00	0.00%	\$0.00	\$0.00
3160 Farm Implement Tax Stamps	\$0.00	0.00%	\$0.00	\$0.00
3170 Trailers and Mobile Homes	\$0.00	0.00%	\$0.00	\$0.00
3190 Other Dedicated Revenue	\$0.00	0.00%	\$0.00	\$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	\$0.00		\$0.00	\$0.00
3200 STATE AID - NONCATEGORICAL				
3210 Foundation and Salary Incentive Aid	\$635,974.60	138.62%	\$3,126,970.00	\$3,126,970.00
3220 Mid-Term Adjustment For Attendance	\$0.00	0.00%	\$0.00	\$0.00
3230 Teacher Consultant Stipend	\$0.00	0.00%	\$0.00	\$0.00
3240 Disaster Assistance	\$0.00	0.00%	\$0.00	\$0.00
3250 Flexible Benefit Allowance	\$69,587.72	195.83%	\$385,495.00	\$385,495.00
TOTAL STATE AID - NONCATEGORICAL	\$705,562.32		\$3,512,465.00	\$3,512,465.00
3300 State Aid - Competitive Grants - Categorical	\$0.00	0.00%	\$0.00	\$0.00
3400 State - Categorical	\$1,807.28	119.15%	\$19,715.45	\$19,715.45
3500 Special Programs	\$0.00	0.00%	\$0.00	\$0.00
3600 Other State Sources of Revenue	\$0.00	0.00%	\$0.00	\$0.00
3700 Child Nutrition Program	\$511.33	95.00%	\$1,650.19	\$1,650.19
3800 State Vocational Programs - Multi-Source	\$0.00	0.00%	\$0.00	\$0.00
TOTAL STATE SOURCES OF REVENUE	\$707,880.93		\$3,533,830.64	\$3,533,830.64
4000 FEDERAL SOURCES OF REVENUE:				
4100 Grants-In-Aid Direct From The Federal Government	\$0.00	0.00%	\$0.00	\$0.00
4200 Disadvantaged Students	-\$20,672.81	87.66%	\$132,680.00	\$132,680.00
4300 Individuals With Disabilities	\$42,190.41	103.89%	\$75,000.00	\$75,000.00
4400 No Child Left Behind	\$0.00	100.00%	\$15,000.00	\$15,000.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	\$0.00	0.00%	\$0.00	\$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	\$0.00	0.00%	\$0.00	\$0.00
4700 Child Nutrition Programs	\$66,051.20	95.00%	\$282,604.90	\$282,604.90
4800 Federal Vocational Education	\$0.00	0.00%	\$0.00	\$0.00
TOTAL FEDERAL SOURCES OF REVENUE	\$87,568.80		\$505,284.90	\$505,284.90
5000 NON-REVENUE RECEIPTS:				
TOTAL NON-REVENUE RECEIPTS	\$0.00	0.00%	\$0.00	\$0.00
6000 BALANCE SHEET ACCOUNTS:				
6100 CASH ACCOUNTS				
6110 Cash Forward	\$0.00	-2925.33%	\$255,147.95	\$255,147.95
6130 Prior-Year Lapsed Appropriations (Schedule 6)	\$0.00	0.00%	\$0.00	\$0.00
6140 Estopped Warrants by Statute	\$2,326.87	0.00%	\$0.00	\$0.00
TOTAL CASH ACCOUNTS	\$2,326.87		\$255,147.95	\$255,147.95
6200 Interfund Transfers	\$0.00	0.00%	\$0.00	\$0.00
TOTAL BALANCE SHEET ACCOUNTS	\$2,326.87		\$255,147.95	\$255,147.95
GRAND TOTAL	\$1,588,842.97		\$5,822,962.14	\$5,822,962.14

EXHIBIT 'A'

Schedule 7: Report of Prior Year Warrants Issued From Reserves			
FISCAL YEAR ENDING JUNE 30, 2018			
	RESERVES 06-30-2018	WARRANTS ISSUED SINCE	BALANCE LAPSED
TOTAL PRIOR YEAR RESERVES	\$4,687.50	\$0.00	\$4,687.50

Schedule 8: Report of Current Year Expenditures			
FISCAL YEAR ENDING JUNE 30, 2019			
APPROPRIATED ACCOUNTS	APPROPRIATIONS		
	ORIGINAL	SUPPLEMENTAL ADJUSTMENTS	FINAL APPROPRIATIONS
1000 INSTRUCTION			
2000 SUPPORT SERVICES:	\$427,762.46	\$1,588,842.97	\$2,016,605.43
2100 Support Services - Students	\$25,000.00	\$0.00	\$25,000.00
2200 Support Services - Instructional Staff	\$175,000.00	\$0.00	\$175,000.00
2300 Support Services - General Administration	\$120,000.00	\$0.00	\$120,000.00
2400 Support Services - School Administration	\$525,000.00	\$0.00	\$525,000.00
2500 Support Services - Business	\$260,000.00	\$0.00	\$260,000.00
2600 Operations And Maintenance of Plant Services	\$150,000.00	\$0.00	\$150,000.00
2700 Student Transportation Services	\$105,000.00	\$0.00	\$105,000.00
TOTAL SUPPORT SERVICES	\$1,360,000.00	\$0.00	\$1,360,000.00
3000 OPERATION OF NON-INSTRUCTION SERVICES:			
3100 Child Nutrition Programs Operations	\$375,000.00	\$0.00	\$375,000.00
3200 Other Enterprise Service Operations	\$0.00	\$0.00	\$0.00
3300 Community Services Operations	\$5,000.00	\$0.00	\$5,000.00
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	\$380,000.00	\$0.00	\$380,000.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:			
4200 Land Acquisition Services	\$0.00	\$0.00	\$0.00
4300 Land Improvement Services	\$0.00	\$0.00	\$0.00
4400 Architecture and Engineering Services	\$0.00	\$0.00	\$0.00
4500 Educational Specifications Development Services	\$0.00	\$0.00	\$0.00
4600 Building Acquisition and Construction Services	\$15,000.00	\$0.00	\$15,000.00
4700 Building Improvement Services	\$0.00	\$0.00	\$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	\$15,000.00	\$0.00	\$15,000.00
5000 OTHER OUTLAYS:			
5100 Debt Service	\$0.00	\$0.00	\$0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	\$0.00	\$0.00	\$0.00
5300 Clearing Account	\$20,000.00	\$0.00	\$20,000.00
5400 Indirect Cost Entitlement	\$0.00	\$0.00	\$0.00
5500 Private Nonprofit Schools	\$0.00	\$0.00	\$0.00
5600 Correcting Entry	\$0.00	\$0.00	\$0.00
5800 Charter School Reimbursement	\$0.00	\$0.00	\$0.00
5900 Arbitrage	\$0.00	\$0.00	\$0.00
TOTAL OTHER OUTLAYS	\$20,000.00	\$0.00	\$20,000.00
7000 OTHER USES / UNBUDGETED ITEMS:	\$0.00	\$0.00	\$0.00
8000 REPAYMENTS:	\$0.00	\$0.00	\$0.00
TOTAL GENERAL FUND 2018-19 FISCAL YEAR	\$2,202,762.46	\$1,588,842.97	\$3,791,605.43

EXHIBIT 'A'

Schedule 8: Report of Current Year Expenditures (Continued)				
FISCAL YEAR ENDING JUNE 30, 2019				
APPROPRIATED ACCOUNTS	WARRANTS ISSUED	RESERVES	LAPSED BALANCE KNOWN TO BE UNENCUMBERED	2018-2019 EXPENDITURES FOR CURRENT EXPENSE PURPOSES
1000 INSTRUCTION:	\$1,825,740.68	\$0.00	\$190,864.75	\$1,825,740.68
2000 SUPPORT SERVICES:				
2100 Support Services - Students	\$23,127.05	\$0.00	\$1,872.95	\$23,127.05
2200 Support Services - Instructional Staff	\$167,285.15	\$0.00	\$7,714.85	\$167,285.15
2300 Support Services - General Administration	\$117,310.75	\$0.00	\$2,689.25	\$117,310.75
2400 Support Services - School Administration	\$508,645.50	\$0.00	\$16,354.50	\$508,645.50
2500 Support Services - Business	\$254,079.58	\$0.00	\$5,920.42	\$254,079.58
2600 Operations And Maintenance of Plant Services	\$143,435.82	\$0.00	\$6,564.18	\$143,435.82
2700 Student Transportation Services	\$100,464.59	\$1,069.50	\$3,465.91	\$101,534.09
TOTAL SUPPORT SERVICES	\$1,314,348.44	\$1,069.50	\$44,582.06	\$1,315,417.94
3000 OPERATION OF NON-INSTRUCTION SERVICES:				
3100 Child Nutrition Programs Operations	\$361,225.21	\$0.00	\$13,774.79	\$361,225.21
3200 Other Enterprise Service Operations	\$0.00	\$0.00	\$0.00	\$0.00
3300 Community Services Operations	\$4,119.70	\$0.00	\$880.30	\$4,119.70
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	\$365,344.91	\$0.00	\$14,655.09	\$365,344.91
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:				
4200 Land Acquisition Services	\$0.00	\$0.00	\$0.00	\$0.00
4300 Land Improvement Services	\$0.00	\$0.00	\$0.00	\$0.00
4400 Architecture and Engineering Services	\$0.00	\$0.00	\$0.00	\$0.00
4500 Educational Specifications Development Services	\$0.00	\$0.00	\$0.00	\$0.00
4600 Building Acquisition and Construction Services	\$10,235.84	\$0.00	\$4,764.16	\$10,235.84
4700 Building Improvement Services	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	\$10,235.84	\$0.00	\$4,764.16	\$10,235.84
5000 OTHER OUTLAYS:				
5100 Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	\$0.00	\$0.00	\$0.00	\$0.00
5300 Clearing Account	\$19,718.11	\$0.00	\$281.89	\$19,718.11
5400 Indirect Cost Entitlement	\$0.00	\$0.00	\$0.00	\$0.00
5500 Private Nonprofit Schools	\$0.00	\$0.00	\$0.00	\$0.00
5600 Correcting Entry	\$0.00	\$0.00	\$0.00	\$0.00
5800 Charter School Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00
5900 Arbitrage	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL OTHER OUTLAYS	\$19,718.11	\$0.00	\$281.89	\$19,718.11
7000 OTHER USES / UNBUDGETED ITEMS:	\$0.00	\$0.00	\$0.00	\$0.00
8000 REPAYMENTS:	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL GENERAL FUND 2018-19 FISCAL YEAR	\$3,535,387.98	\$1,069.50	\$255,147.95	\$3,536,457.48

ESTIMATE OF NEEDS FOR THE FISCAL YEAR 2019-20		Estimate of Needs by Governing Board	Approved by County Excise Board
PURPOSE:			
Current Expense		\$5,822,962.14	\$5,822,962.14
Pro rata share of County Assessor's Budget as determined by County Excise Board		\$0.00	\$0.00
GRAND TOTAL - Home School		\$5,822,962.14	\$5,822,962.14

CERTIFICATE OF EXCISE BOARD

State of Oklahoma, County of Tulsa

We, do further certify that we have examined the statement of estimated needs for the current fiscal year ending June 30, 2019, as certified by the Board of Education of Tulsa Honor Academy Public Schools, District Number E-18 of said County and State, and its financial statement for the preceding year, and in so doing we have diligently performed the duties imposed upon this Excise Board by 68 O. S. 2001 Section 3007, by (1) ascertaining that the financial statements, as to the statistics therein contained, reflect the true fiscal condition at the close of the fiscal year, or caused the same to be corrected so to show; (2) struck from the estimate of needs so submitted any items not authorized by law and reduced to the sum authorized by law any items restricted by statute as to the amount lawfully expendable therefor; (3) supplemented such estimate, after appropriate action, by an estimate of needs prepared by this Excise Board to make provision for mandatory functions based upon statistics authoritatively submitted; (4) computed the total means available to each fund in the manner provided, applying the Governing Board's estimate of revenue to be derived from surplus tax of the immediately preceding year and from sources other than ad valorem tax, or reduced such estimate to not less than the lawfully authorized ratio of the several sums realized from such sources during the preceding fiscal year or to such lesser sum as may reasonably be anticipated under altered law or circumstance and using for such determination the basic collections of the preceding year and the ratios on which distribution or apportionment must be made during the ensuing or current year.

To the several and specific purposes of the estimated needs as certified, we have and do hereby appropriate the surplus balances of cash on hand of the prior year, estimates of income from sources other than ad valorem taxation within the limitation fixed by law, and the proceeds of ad valorem tax levy within the number of mills authorized, either by apportionment by the Legislature, allocation by the excise board or by legal election, all of which appropriations are made in so far as the available surpluses, revenues, and levies will permit, except in that we have also provided that, after deducting items consisting of cash and the revenue from all sources other than the 2019 tax and the proceeds of the 2019 tax levy are in excess of the residue of such appropriations, by a sum included for delinquent tax, computed at 10.0% of such residue. And provided further, if said School District has been ascertained to be a well defined State Aid District, the local budget, as approved and appropriated for, has been applied wholly to its operating accounts.

We further certify that the amount required to be raised from tax, excluding Homesteads, for General Revenue Fund purposes as approved, requires a total ad valorem tax levy of .000 Mills. Said levy is within the statutory limit, and if in excess, is within the constitutional limit and has been authorized by a vote of the people of said district, as shown by certificate of the School Board to-wit:

To this District, with valuations shown below, the Excise Board allocated .000 Mills, plus .000 Mills authorized by the Constitution, plus an emergency levy of .000 Mills; plus local support levy of .000 Mills; for a total levy for the General Fund of .000 Mills.

We further certify that the amount required to be raised for building fund purposes as approved requires a tax levy of .000 Mills, and said levy has been certified as authorized by a vote of the people at an election held for that purpose. We further certify that Assessed Values used in computing Mill-vote levies have been applied as certified by the County Assessor.

We further certify that we have examined the within statements of account and estimated needs or requirements of the Governing Board of Tulsa Honor Academy Public Schools, School District No. E-18 of said County and State, in relation to the Sinking Fund or Funds thereof, and after finding the same correct or having caused the same to be corrected pursuant to 68 O. S. 2001 Section 3009, have approved the requirements therefor to fulfill the conditions of Section 26 and 28 of Article 10, Oklahoma Constitution, and have made and certified a tax levy therefor to the extent of the excess of said total requirements over the total of items 2, 3, 6, and 12 of Exhibit Y and any other legal deduction, including a reserve of 10.0% for delinquent taxes.

CERTIFICATE OF EXCISE BOARD
ESTIMATE OF NEEDS FOR 2019-2020

EXHIBIT "Y"					
County Excise Board's Appropriation of Income and Revenue	General Fund	Building Fund	Co-op Fund	Child Nutrition Fund	New Sinking Fund (Exc. Homesteads)
Appropriation Approved and Provision Made	\$ 5,822,962.14	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Appropriation of Revenues:					
Excess of Assets Over Liabilities	\$ 255,147.95	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Unclaimed Protest Tax Refunds	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Miscellaneous Estimated Revenues	\$ 5,567,814.19	\$ 0.00	\$ 0.00	\$ 0.00	None
Est. Value of Surplus Tax in Process	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	None
Sinking Fund Contributions	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Surplus Building Fund Cash	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Other Than 2019 Tax	\$ 5,822,962.14	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Balance Required	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Add Allowance for Delinquency	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Required for 2019 Tax	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Rate of Levy Required and Certified					0.00 Mills

We further certify that the net assessed valuation of the Property, subject to ad valorem taxes, after the amount of all Homestead Exemptions have been deducted in the said School District as finally equalized and certified by the Board of Equalization for the current year 2019-2020 is as follows:

VALUATION AND LEVIES EXCLUDING HOMESTEADS					
County	Real	Personal	Public Service	Total	
This County Tulsa	\$ 0	\$ 0	\$ 0	\$ 0	
Joint County	\$ 0	\$ 0	\$ 0	\$ 0	
Joint County	\$ 0	\$ 0	\$ 0	\$ 0	
Joint County	\$ 0	\$ 0	\$ 0	\$ 0	
Joint County	\$ 0	\$ 0	\$ 0	\$ 0	
Joint County	\$ 0	\$ 0	\$ 0	\$ 0	
Joint County	\$ 0	\$ 0	\$ 0	\$ 0	
Joint County	\$ 0	\$ 0	\$ 0	\$ 0	
Joint County	\$ 0	\$ 0	\$ 0	\$ 0	
Joint County	\$ 0	\$ 0	\$ 0	\$ 0	
Joint County	\$ 0	\$ 0	\$ 0	\$ 0	
Joint County	\$ 0	\$ 0	\$ 0	\$ 0	
Joint County	\$ 0	\$ 0	\$ 0	\$ 0	
Total Valuations, All Counties	\$ 0	\$ 0	\$ 0	\$ 0	

The assessed valuations herein certified have been used in computing the rates of mill levies and the proceeds thereof appropriated as aforesaid; and that having ascertained as aforesaid, the aggregate amount to be raised by ad valorem taxation, be raised by ad valorem taxation, we thereupon made the above levies therefor as provided by law as follows:

**CERTIFICATE OF EXCISE BOARD
ESTIMATE OF NEEDS FOR 2019-2020**

EXHIBIT "Y" Continued: Primary County And All Joint Counties					
Levies Required and Certified: Valuation And Levies Excluding Homesteads					
County	General Fund	Building Fund	Total Valuation	Total Required For 2019 Tax	
				General	Building
This County Tulsa	0.00 Mills	0.00 Mills	\$ 0	\$ 0	\$ 0
Joint Co.	0.00 Mills	0.00 Mills	\$ 0	\$ 0	\$ 0
Joint Co.	0.00 Mills	0.00 Mills	\$ 0	\$ 0	\$ 0
Joint Co.	0.00 Mills	0.00 Mills	\$ 0	\$ 0	\$ 0
Joint Co.	0.00 Mills	0.00 Mills	\$ 0	\$ 0	\$ 0
Joint Co.	0.00 Mills	0.00 Mills	\$ 0	\$ 0	\$ 0
Joint Co.	0.00 Mills	0.00 Mills	\$ 0	\$ 0	\$ 0
Joint Co.	0.00 Mills	0.00 Mills	\$ 0	\$ 0	\$ 0
Joint Co.	0.00 Mills	0.00 Mills	\$ 0	\$ 0	\$ 0
Joint Co.	0.00 Mills	0.00 Mills	\$ 0	\$ 0	\$ 0
Joint Co.	0.00 Mills	0.00 Mills	\$ 0	\$ 0	\$ 0
Joint Co.	0.00 Mills	0.00 Mills	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0

Sinking Fund: 0.00 Mills

We do hereby order the above levies to be certified forthwith by the Secretary of this Board to the County Assessor of said County, in order that the County Assessor may immediately extend said levies upon the Tax Rolls for the year 2019 without regard to any protest that may be filed against any levies, as required by 68 O. S. 2001, Section 2869.

Signed at _____, Oklahoma, this _____ day of _____,

Excise Board Member

Excise Board Chairman

Excise Board Member

Excise Board Secretary

Joint School District Levy Certification for Tulsa Honor Academy Public Schools E-18

Career Tech District Number _____: General Fund _____
Building Fund _____
State of Oklahoma)
) ss
County of Tulsa)

I, _____, Tulsa County Clerk, do hereby certify that the above levies are true and correct for the taxable year 2019.

Witness my hand and seal, on _____.

Tulsa County Clerk



BOARD POLICIES

TABLE OF CONTENTS

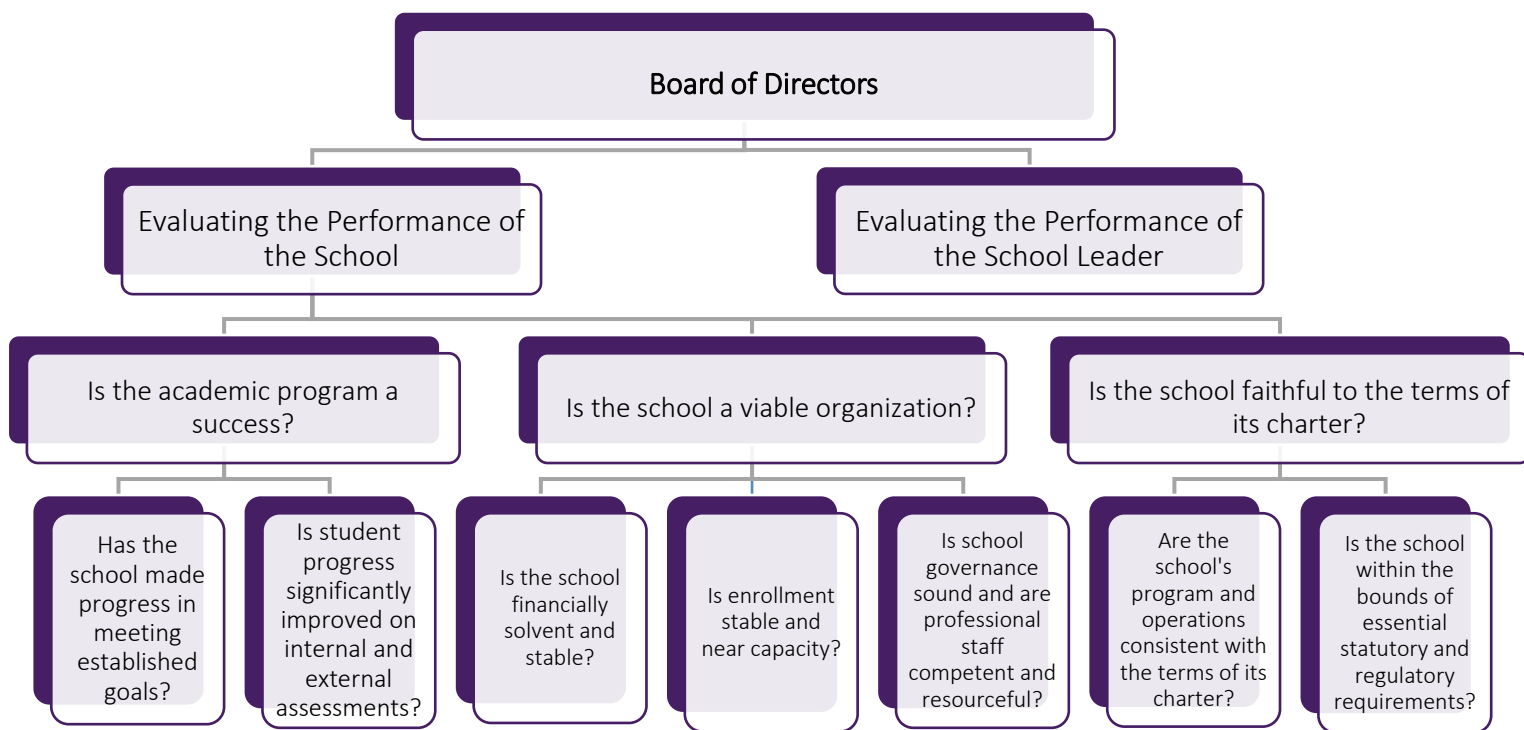
OVERVIEW – RESPONSIBILITIES OF THE BOARD OF DIRECTORS	3
I. THE SCHOOL	4
1.01 MISSION, VISION, AND CORE BELIEFS	4
1.02 SCHOOL LEGAL STATUS	5
1.03 NON-DISCRIMINATION POLICY	5
II. THE BOARD	6
<i>Bylaws</i>	
2.01 BYLAWS	6
Article I: Name, Location, Mission, and Objective	6
Article II: Members	7
Article III: Board of Directors.....	7
Article IV: Officers	8
Article V: Meetings	9
Article VI: Committees and Task Forces.....	11
Article VII: Records.....	12
Article VIII: Fiscal Year	13
Article IX: Rules of Order.....	13
Article X: Amendments	13
<i>Decision and Policy Making</i>	
2.02 DECISION MAKING	13
2.03 POLICY MAKING.....	13
2.04 BOARD REVIEW OF ADMINISTRATIVE PROCEDURES	14
<i>Attendance</i>	
2.05 BOARD ATTENDANCE POLICY	15
2.06 PUBLIC ATTENDANCE AT BOARD MEETINGS.....	15
<i>Committees and Task Forces</i>	
2.07 STANDING COMMITTEES	16
2.08 SPECIAL TASK FORCES TO THE BOARD.....	16
<i>Fundraising</i>	
2.09 BOARD FUNDRAISING POLICY	17
<i>Board Development</i>	
2.10 Board Election Procedures	17
2.11 Board Self Evaluation	17
<i>Indemnification</i>	
2.12 Indemnification Policy.....	18

III.	ETHICS	19
	3.01 CONFLICT OF INTEREST POLICY	19
	3.02 CONFIDENTIALITY POLICY	19
	3.03 NEPOTISM POLICY	20
IV.	LEADERSHIP	21
	4.01 CHIEF EXECUTIVE POLICY	21
	4.02 LEADERSHIP SUSTAINABILITY POLICY	22
V.	FINANCE AND ACCOUNTING	23
	5.01 ACCOUNTING POLICIES	23
	5.02 FINANCIAL REPORTING PROCEDURES	27
	5.03 BORROWING POLICY	28
	5.04 INVESTMENT POLICY	28
	5.05 BANKING POLICY	29
	5.06 BUDGET PRINCIPLES/POLICY	29
	5.07 AUDIT PROCEDURE	30
VI.	ADMISSIONS	31
	6.01 ADMISSIONS CRITERIA	31
	6.02 ADMISSIONS TIMELINE	31

OVERVIEW – RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The Board of Directors holds the charter for Tulsa Honor Academy Charter School, pursuant to the Oklahoma State Charter School Act. The Board is an organized group of volunteers who, collectively, are legally and ethically accountable to the community and the state for the health, vitality, and effectiveness of our organization. The primary role of the Board is “governance.” Governance encompasses legal responsibilities, general and academic oversight, planning and policy-making, and meeting fiduciary requirements.

The Tulsa Honor Academy Board Policy Manual contains the policies used to effectively govern the organization for the purpose of creating a high quality public charter school for the students and families of East Tulsa.



I. THE SCHOOL

1.01 MISSION, VISION, AND CORE BELIEFS

Mission: Tulsa Honor Academy Charter School equips all scholars in grades five through eight with the academic skills, content knowledge, and ethical character required for college graduation and life success.

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

Core Beliefs: At Tulsa Honor Academy, At Tulsa Honor Academy, we believe that through a rigorous academic design and a strong character development program, our scholars can achieve excellence.

Further, we believe that:

- all students can achieve at the highest levels;
- all students can achieve in a highly structured, rigorous, joyful school environment; and
- all students can achieve when given appropriate supports; and

How We Get There: Tulsa Honor Academy will accomplish our mission and vision through seven core principles:

1. **Highly Structured Environment:** We will provide an environment that is strict and warm. A disciplined environment will provide the structure through which students will be able to focus on their academics, foster a sense of pride in their school and their work, and be inspired towards an ambitious future.
2. **Academic Rigor:** A strong academic curriculum with a focus on literacy and math is key to a college preparatory school. We will develop standards-based curriculum aligned with state and national standards that meets students where they are and pushes them to meet and exceed grade level expectations.
3. **Character Development:** A strong ethical character is necessary for success in college and life, and character traits that underpin school success are shown to be particularly important for students growing up in economic challenge. To support our students' growth and achievement, we will establish a character development program founded

on the core values of Courage, Responsibility, Enthusiasm, Determination, Integrity, and Team.

4. **Well Trained, Mission-Driven Teachers:** Rigorous curriculum and meticulous systems and procedures are irrelevant without strong teachers to execute on them. We will hire and train teachers of the highest caliber — hardworking, intelligent individuals who will execute on our vision as members of a mission-driven team. Teachers will have twenty days of annual summer professional development (PD), 2.5 hours of weekly PD, and six data days throughout the year to reflect on achievement data as well as plan instructional lessons and student supports.
5. **Strategic Use of Data:** Data will be used daily and weekly to ensure student achievement. Trimester-based assessments will measure progress towards annual absolute and growth goals. Students and their advisors will set and track daily, weekly, monthly, and yearly goals to measure progress.
6. **More Instructional Hours:** We will have an extended school day, providing an additional 1.75 hours of instruction as compared to the schedule of a traditional school day, and we will provide an extended annual calendar (181 days) for 12 additional instructional days.
7. **Parent Involvement:** We will maintain pro-active and consistent communication with families through annual home visits for all new families and orientations for all families, weekly progress reports that outline academics and values-based character, monthly Parent University Nights, and trimester Report Cards and teacher meetings.

1.02 SCHOOL LEGAL STATUS

Tulsa Honor Academy Charter School is an Oklahoma charter school organized pursuant to the Oklahoma Charter Schools Act. Tulsa Honor Academy will operate pursuant to a charter being granted by the Tulsa Public Schools Board of Directors upon charter application approval.

Under the Oklahoma Charter Schools Act, Tulsa Honor Academy is a public school, and its status as a nonprofit corporation does not affect its status as a public school. However, for governance, finance, and administrative purposes, Tulsa Honor Academy operates as an Oklahoma nonprofit corporation. The nonprofit's Articles of Incorporation and non-profit status are provided as addendum to this manual.

1.03 NON-DISCRIMINATION POLICY

Tulsa Honor Academy Charter School provides equal opportunities without regard to race, color, national origin, gender, age, disability, sexual orientation, family situation, religion, political affiliation, or veteran status in its educational programs and activities. This includes, but is not

limited to, admissions, educational services, financial aid, and employment. Any complaints or allegations of any violation of this statement should be immediately directed in writing to Elsie Urueta (or her designee), Tulsa Honor Academy Head of School.

II. THE BOARD

2.01 BYLAWS

ARTICLE I

Name, Location, Mission and Objectives

Section 1: The name of the organization will be Tulsa Honor Academy Charter School ("Tulsa Honor Academy").

Section 2: The initial principal location of Tulsa Honor Academy shall be at:

10 N. Greenwood Ave #N207
Tulsa, OK 74120

Tulsa Honor Academy may also have offices at such other places as the Board of Directors (Board) shall determine the business of Tulsa Honor Academy requires; provided, however, that the registered office be registered with the Secretary of State of Oklahoma and the agent so registered be located at the same address, or otherwise as provided by the Board of Directors.

Section 3: The corporation is a non-profit corporation organized under the laws of the state of Oklahoma, and its purposes are exclusively educational as set forth in the Certificate of Incorporation. The purposes for which the Tulsa Honor Academy is organized are to equip students in grades five through eight with the academic skills, content knowledge, and ethical character required for college graduation, and life success.

Section 4: If, for any reason, the organization should dissolve, upon dissolution of the organization assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Section 5: The corporation is formed for the purposes of operating one or more charter schools under the Oklahoma Charter Schools Act, 70 Okla. Stat. §§3-130, et seq., and as such will adhere

at all times to the provisions set forth in that Act, both in its current form and as it may be amended or altered from time to time. In particular, and pursuant to 70 Okla. Stat. §3-136(A0(16), the School is subject to and shall therefore comply with the provisions of both the Oklahoma Open Meeting Act, 25 Okla. Stat. Ch. 8, §§303, et seq., and the Oklahoma Open Records Act, 51 Okla. Stat. §§24A.1, et seq.

ARTICLE II

Members

Tulsa Honor Academy does not have members. While persons who associate or attend programs of, participate in, contribute to, or benefit from Tulsa Honor Academy may be referred to as “member,” no rights, voting or otherwise, will inure to such person.

ARTICLE III

Board of Directors

Section 1: The Board of Directors (“the Board”) shall consist of at least seven (7) Directors and no more than fifteen (15) Directors. All Directors shall have identical rights and responsibilities. The Head of School will be an advisory, non-voting member of the Board (*ex officio*). The initial directors shall be Kian Kamas, Marvin Lizama, Ashley Philippsen, Heraclio Rosales, Sara Arzu, John Senger, and Mary Waters-Bilbo.

Section 2: Board members shall be sought who reflect the qualities, qualifications and diversity determined by the Board delineated in the Job Description of the Board of Directors.

Section 3: The Tulsa Honor Academy nominating committee, known as the Governance Committee, shall present a slate of potential Directors and officers for election by the Board of Directors. This slate shall be presented at the annual meeting of the Board.

Section 4: Directors shall serve a term of three (3) years from the date of their appointments, or until their successors are seated. A full three-year term shall be considered to have been served upon the passage of three (3) annual meetings. After election, the term of a Director may not be reduced, except for cause as specified in these Bylaws. No Director shall serve more than two (2) consecutive, three-year terms. Directors shall serve staggered terms to balance continuity with new perspective.

Section 5: The initial Board of Directors will serve staggered terms. The initial Board shall consist of at least two Directors who will serve a one-year term (ending in Spring 2016), at least two Directors who will serve a two-year term (ending in Spring 2017), and at least two Directors will serve a three-year term (ending in Spring 2018).

Section 6: Any vacancy occurring in the Board of Directors and any position to be filled by reason of an increase in the number of Directors may be filled, upon recommendation of a qualified candidate by the Governance Committee, by two-thirds (2/3) vote of the seated Directors. A Director elected to fill the vacancy shall be elected for the unexpired term of his/her predecessor in office.

Section 7: A Director may resign at any time by filing a written resignation with the Chair of the Board.

Section 8: A Director may be removed for cause by a vote of a majority of the Directors. A Director may be removed without cause by a vote of 2/3rds of the Directors. Provided, however, that in any instance of removal of a director, a statement of the reason or reasons shall have been mailed by Registered Mail to the Officer or Director proposed for removal at least thirty (30) days before any final action is taken by the Board. This statement shall be accompanied by a notice of the time when, and the place where, the Board is to take action on the removal. The Officer or Director shall be given an opportunity to be heard and the matter considered by the Board at the time and place mentioned in the notice.

Section 9: Members of the Board of Directors:

- a. Shall receive no payment of honoraria, excepting reimbursement for expenses incurred in performance of voluntary Tulsa Honor Academy activities in accordance with Tulsa Honor Academy policies.
- b. Shall serve Tulsa Honor Academy with the highest degree of undivided duty, loyalty, and care and shall undertake no enterprise to profit personally from their position with Tulsa Honor Academy.
- c. The Code of Conduct, Conflict of Interest and Confidentiality policy statements bind all participants in Board work. The Board of Directors of Tulsa Honor Academy will adhere to the same Conflict of Interest Policy as the Board of Education for Tulsa Public Schools in compliance with the procedure prescribed in Oklahoma State statute Title 70, Section 3-136.
- d. No Board member should use his/her affiliation with Tulsa Honor Academy for private or personal advantage. No Board member should have any outside business interests which might, in fact or appearance, interfere with the individual's loyalty to Tulsa Honor Academy. No Board member should have any interest or association that interferes with, or appears to impair, the independent exercise of the judgment in the best interests of Tulsa Honor Academy.

- e. The Corporation shall indemnify each present, former and future Board member, officer or member of a committee appointed by the Board of Directors (herein the “committee member”), for all reasonable expenses incurred in the proceeding if the person was a party because he or she is or was a Board member, officer or committee member of the Corporation.

ARTICLE IV

Officers

Section 1: There shall be four (4) elective Officers of the Board: a Chair, a Vice Chair, a Secretary, and a Treasurer. The Chair shall preside at all meetings of the Board of Directors and shall exercise other general management and control over the Board and its activities.

Section 2: The Secretary shall: (a) keep the memoranda of the Board of Directors’ meetings in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the corporate records of the School; (d) ensure that all annual filings are made to both the state and federal governments as required by law, with the exception of tax documents; and (e) in general perform all duties incident to the office of Secretary and have such other duties and exercise such authority as from time to time may be delegated or assigned to him/her by the President or by the Board of Directors.

Pursuant to the Oklahoma Open Meeting Act, specifically 25 Okla. Stat. §312, the Secretary shall keep the Board’s proceedings in the form of written minutes, which shall be an official summary of the proceedings showing clearly those members present and absent, all matters considered by the Board, and all actions taken by the Board. The minutes of each meeting shall be open to public inspection and shall reflect the manner and time of notice required by the Oklahoma Open Meeting Act.

In the written minutes of an emergency meeting, the nature of the emergency and the proceedings occurring at such meeting, including reasons for declaring such emergency meeting, shall be included.

Section 3: The Treasurer shall: (a) have custody of the corporate funds and securities, (b) shall keep full and accurate accounts of receipts and disbursements in books belonging to the Corporation, (c) shall deposit all moneys and other valuables in the name and to the credit of the Corporation in such depositories as may be designated by the Board; (d) shall disburse funds of the Corporation as may be ordered by the Board, taking proper vouchers for such disbursements, and (e) shall render to the Board at its regular meetings, or whenever they may require it, an account of all his transactions as Treasurer and of the financial condition of the Corporation.



Section 4: The Governance Committee shall present a slate of Officers to the Board of Directors. The nominated Officers shall be drawn from among the members of the Board of Directors. The election of Officers shall be held at the annual meeting of the Board.

Section 5: The newly elected Officers shall take office on July 1 following the close of the meeting at which they are elected and the term of office shall be one year, or until respective successors assume office. A Director may serve more than one (1) term in the same office, but not more than three consecutive terms in the same office.

Section 6: In the event that the office of the Chair becomes vacant, the Vice-Chair shall become Chair for the unexpired portion of the term. In the event that the office of Vice-Chair or Secretary-Treasurer becomes vacant, the Chair shall appoint interim Officers to fill such vacant offices until a scheduled meeting of the Board can be held.

ARTICLE V

Meetings

Section 1: The Board of Directors of the Corporation may hold meetings both regular and special, and for emergency purposes as described in Article V, Section 4 of these Bylaws. All meetings of the Board conducted after the receipt and execution of a charter contract from an authorized entity shall be conducted in accordance with the Oklahoma Open Meetings Act. The annual meeting and all regular, special, and emergency meetings of the Board, including those of committees and subcommittees shall be noticed and governed in accordance with the Oklahoma Open Meetings Act as applicable.

Section 2: Except as otherwise may be required by applicable law, regular meetings of the Board of Directors shall be held at such time as the Board Chair directs.

Section 3: Subject to the requirements of Article V, Section 6 herein, special meetings of the Board of Directors may be called by the Chair or upon written request to the Chair by a majority of the Board of Directors. Such requests shall be addressed to the Secretary.

Notice of any special meeting shall be given by the manner and means prescribed in Article V, Section 6 of the Bylaws. Such notice shall be given in accordance with the provisions the Oklahoma Open Meeting Act, 25 Okla. Stat. §311(A) (11).

Section 4: One-half of the Directors then in office shall constitute a quorum for the transaction of business at any regular, special, or emergency meeting of the Board of Directors, except where otherwise required by these by-laws or applicable law.

Section 5: The Board shall select its own meeting format in any method allowed by the laws of the state of Oklahoma. Any such meeting, whether regular, special, or emergency, complying with Sections 1 through 5 of Article V shall constitute a meeting of the Board of Directors and shall subscribe to the policies, procedures, and rules adopted by the Board.

Section 6: Notice of all regular and special meetings of the Board, an agenda of all items to be discussed at such meetings, and agenda support materials shall be circulated to all Directors prior to the meeting. Any Director may waive notice of any meeting. The attendance of a Director at any meeting also shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 7: An absentee Board member may not designate an alternate to represent him or her at a Board meeting. No proxies are allowed.

ARTICLE VI

Committees and Task Forces

Section 1: A Board resolution, or via other appropriate action, shall appoint committees or task forces of the Board, except the Governance Committee. Committees may be composed of Directors or community members, or both. The Board may prescribe the need and/or the composition of such committees.

Section 2: There shall be a standing nominating committee, known as the Governance Committee. This committee shall be composed of at least three (3) persons elected by the Board of Directors at its annual meeting. Each committee member shall serve a term of two (2) years, and these terms shall be staggered to ensure continuity of committee membership. The committee shall elect its own chair.

Section 3: The duties of the Governance Committee shall be:

- a. to study the qualifications of candidates and present a slate of the best qualified as nominees for the vacant Director positions on the Board;
- b. to present a slate of nominees for Officers to the Board for election at the annual meeting;
- c. to recommend candidates to the Board to fill vacancies that arise outside the regular nominating process;
- d. to provide ongoing orientation to Directors;

- e. to oversee a Director assessment process to ensure optimum performance; and
- f. to recommend the appointment of a past Chair to the Board, if necessary, in the interests of continuity.

ARTICLE VII

Records

Section 1: The School and its Board are subject to the Oklahoma Open Records Act, and Article VII of these Bylaws outlines those statutory requirements.

Section 2: “Record” and its exceptions are defined in 51 Okla. Stat. §24A.3(1), and the Board shall refer to this statute in deciding whether material is to be considered a “record” for the Open Records Act purposes.

Section 3: Under 51 Okla. Stat. §24A.4, in addition to other records which are kept or maintained, the Board has a specific duty to keep and maintain complete records of the receipt and expenditure of any public funds reflecting all financial and business transactions relating thereto, except that such records may be disposed of as provided by law.

Section 4: Generally, all of the Board’s records are to be open for inspection. The Board shall take vigilant notice of the exceptions, procedures, and fees associated with inspection and copying outlined in 51 Okla. Stat. §24A.5.

Section 5: In addition to the exceptions noted in Section 4 of this Article, certain of the Corporation’s records may also be kept confidential. The Board shall consult the Open Records Act for more details.

Subject to the specific statutory-prescribed circumstances, this includes personnel records (51 Okla. Stat. §24A.7), Board members’ personal notes (51 Okla. Stat. §24A.9), library and archival material (51 Okla. Stat. §24A.11), records obtained from the federal government or from federal legislation (51 Okla. Stat. §24A.13), personal communications received by Board members from “a person exercising rights secured by the Constitutions of the State of Oklahoma or the Constitution of the United States” (51 Okla. Stat. §24A.14), and information relating to terrorism (51 Okla. Stat. §24A.28). Other confidential records are described in 51 Okla. Stat. §24A.19.

More specifically, pursuant to 51 Okla. Stat. §24A.16, the School and its employees may keep confidential all individual student records, teacher lesson plans, tests and other teaching material, and personal communications concerning individual students. However, statistical information not identified with a particular student and directory information is open for inspection, as statutorily mandated.

ARTICLE VIII

Fiscal Year

The fiscal year of Tulsa Honor Academy shall begin on July 1 of each calendar year and terminate on June 30 of the following calendar year.

ARTICLE IV

Rules of Order

In case of conflict or challenge, the rules of order in the current edition of Robert's Rules of Order shall govern the conduct of all meetings of Tulsa Honor Academy.

ARTICLE X

Amendments

These Bylaws may be amended at a regular meeting by a two-thirds vote of all Directors then in office; provided that notice of the proposed amendment, together with a copy thereof, is mailed to each Director at least fifteen (15) days prior to the meeting at which the amendment is to be considered.

APPROVED AND RATIFIED as of this 8th day of September, 2014, by the undersigned, constituting all of the directors of the School.

Decision and Policy Making

2.02 DECISION MAKING

Tulsa Honor Academy Charter School has been created to serve students. All decisions by the Board of Directors and the administration should be made within the parameters of the mission and vision of the school, always keeping in mind the interest of students.

2.03 POLICY MAKING

1. The Board shall be solely responsible for adopting, repealing or amending policies for Tulsa Honor Academy Charter School. Action by the Board shall be accomplished as set forth in the bylaws.

2. Proposals for adopting, repealing or amending policies for Tulsa Honor Academy may be made in writing by any member of the Board or by any parent or student submitted through an administrator of the school. When appropriate, policy change proposals shall include adequate information concerning potential fiscal impact on the school.
3. Except in cases of special need, the Board shall follow the following procedure in adopting, repealing or amending policies at Tulsa Honor Academy:
 - (a) The First Reading. The proposed policy shall be submitted for approval on first reading at a regular or special meeting of the Board called for that purpose. The proposed policy shall be contained in the Board packet distributed prior to the meeting. At first reading the Board shall receive public comment and comments from the sponsor of the proposed policy. A vote of the Board will be taken after the reading, and if the amendment receives a simple majority vote of the Directors present at the meeting, it will be placed on the agenda for a second reading at the next meeting of the Board.
 - (b) The Second Reading. If the proposed policy is approved on first reading, it will be placed on the agenda and considered at the next regular or special meeting of the Board called for that purpose. No amendment shall be adopted at second reading unless the amendment receives a two-thirds vote of the Directors present at the meeting. If the proposed policy is adopted upon second reading it shall become a policy of Tulsa Honor Academy, and the Policy Manual shall be amended accordingly.
 - (c) Special Need. Upon a two-thirds (2/3) vote of the Directors present at a regular or special meeting called for that purpose, a special need may be declared. If a special need is declared, a policy may be adopted on first reading.
 - (d) A proposed policy should reference the policy provision it will be amending. Ideally, the entire policy will be reprinted with new language in all caps, and language to be deleted lined out. New policies should include the proposed table of contents, policy title, and code number.

2.04 BOARD REVIEW OF ADMINISTRATIVE PROCEDURES

1. The Board recognizes that its role is to ensure that Tulsa Honor Academy is well managed, not to manage Tulsa Honor Academy. The Head of School shall be responsible for the day-to-day administration of affairs of Tulsa Honor Academy and shall manage all activities of the school as prescribed by the Board. As a result, the Board need not review administrative policies and regulations in advance of issuance except as required by law. However, the Board should approve in advance any highly sensitive matters of policy and/or regulations that have the potential to impact its duties and obligations to Tulsa Honor Academy and/or the Oklahoma Department of Education. To that end, the Head of School shall exercise his or her discretion

to identify and bring to the Board's attention any such policies and regulations prior to issuance.

2. Administrative policies and regulations should reference existing Board policy when applicable. The Board reserves the right to review administrative policies and regulations at its discretion. However, the Board shall revise or veto such regulations only when, in its judgment, such regulations are inconsistent with the Board's policies.

Attendance

2.05 BOARD ATTENDANCE POLICY

Purpose. This policy was developed with the recognition that Board membership is voluntary and that individual members contribute their time and energy in different ways. However, because Board meetings are the only forum during which the Board can discuss and vote on major school policies and decisions, attendance at these meetings carries a special importance. All Board members will receive a copy of this policy to ensure that everyone is properly informed about the expectations for Board attendance.

Definitions. *"Notified" Absence:* For absence to be "notified," a Board member must notify the person running the meeting (usually Chair or Vice-Chair) by 12:00pm the day of the meeting that s/he will be absent. *"Un-notified" Absence:* For absence to be "un-notified," a Board member failed to notify the person running the meeting (usually Chair or Vice-Chair) by 12:00pm of meeting day that s/he will be absent.

Board Attendance Problem. If any of the following conditions exist, it is considered a Board attendance problem: (1) the member has two *"un-notified"* absences in a row; (2) the member has three *"notified"* absences in a row; or (3) the member misses one third of the total number of Board meetings during one of their term years.

Process for Responding to a Board Attendance Problem. The Board Secretary will keep track of Board member attendance through Board meeting minutes and will provide this information to the Chair. The Chair will directly contact a Board member at risk of potentially violating the policy to issue both verbal and written warning as well as discuss the problem. If a Board member does violate the policy, the Chair will bring this to the Board's attention for discussion, after which point a majority vote will be held to determine possible termination from the Board.

2.06 PUBLIC ATTENDANCE AT BOARD MEETINGS

1. Tulsa Honor Academy desires to provide opportunities for any member of the community to express interest in and concern for the school. Accordingly, the public is cordially invited to attend all open meetings of the Board. A pre-scheduled time for public comment shall be a part of every regular Board meeting. The Board reserves the right to establish reasonable time limits for such public comment.
2. Meetings are closed to the public only when the Board is meeting in executive session. An executive session may be called only to discuss matters not appropriate for public discussion, as defined under Oklahoma law. An executive session may be called only upon the affirmative vote of a majority of the quorum present. No formal action of the Board may be taken in any executive session.
3. Persons who wish to make requests, presentations, or proposals to the Board should direct any inquiry to the Head of School, who will respond according to the following procedures:
 - (b) The Head of School will consult with the Board Chair and, if appropriate, other Board members about including the request on the agenda for the next regularly scheduled Board meeting.
 - (c) If the item is included on the agenda, the Board will receive in their packet for the next regularly scheduled meeting written information directly from the person making the request. If specific Board action is being requested, that action should be in the written document.
 - (d) The person may present their information orally to the Board when the agenda item is discussed. The Board reserves the right to establish reasonable time limits for public comment and presentations.
4. Notice of meetings of the Tulsa Honor Academy Board shall be posted in the school offices and on the school website at least 24 hours prior to the meeting and in full compliance with all public meeting laws in the state of Oklahoma.

Committees

2.07 STANDING COMMITTEES

- ~~1. **Academic Achievement Committee** – The Academic Achievement Committee will be responsible for reviewing school assessment policies and procedures and ensuring that those policies conform to district and state standards. The Academic Achievement Committee is also responsible for reviewing results of school assessment programs, reporting findings to the Board and, when applicable, proposing changes in policy indicated by assessment findings~~

- 2.1. Finance Committee** – The Finance Committee is responsible for reviewing and submitting an annual balanced budget to the Board and, after Board approval, making the budget available to the public. The Finance Committee will also oversee preparation of the annual report, including audited financial statements, and other exhibits required by the Oklahoma Department of Education, and make them available to the public as stated in Oklahoma law.
- 3.2. Governance Committee** – The Governance Committee is responsible for setting criteria for Board election, and identifying and evaluating candidates for the Board of Directors. The Governance Committee will present a slate of candidates for election to the Board at least once annually. Election will be by a simple majority of the sitting Board. The Governance Committee will also conduct the Board self-evaluation, described in Section 2.13.
- 4.3. Development Committee** – The Development Committee is responsible for ensuring that Tulsa Honor Academy’s total development program is in concert with the organization’s strategic direction and needs. The committee serves as the mechanism by which Board members and other volunteers are involved in the fundraising process.
- 5.4. Executive Committee** – The Executive Committee is responsible for serving as a body through which matters that will be considered by the board can receive preliminary and more detailed consideration. The Executive Committee will consist of the Board Chair, Chair of the Academic Achievement Committee, Chair of the Finance Committee, Chair of the Governance Committee, and Chair of the Development Committee. The Committee will review and approve the monthly Board of Directors meeting agenda and discuss other relevant Committee, Board of Directors, and school-related issues that will be discussed, reviewed, or voted upon by the Board of Directors at a later date.

2.08 SPECIAL TASK FORCES TO THE BOARD

1. The primary purpose of any special task force to the Board is to contribute to the overall mission of the school by conducting studies, identifying problems, or developing recommendations to assist the Board in making decisions. The ultimate authority to make those decisions, however, will be the Board’s as required by law.
2. A special task force may be formed by the Board at such times and for such purposes as the Board may deem necessary. They will be given a clear objective, and will be dissolved upon accomplishing that objective.
3. Members of a special task force will be chosen by the Board and should include individuals who have shown an interest or who have special knowledge or expertise related to the task force’s objective.

Fundraising

2.09 BOARD FUNDRAISING POLICY

The Tulsa Honor Academy Board of Directors is a fully giving Board. Board members are expected to give an annual monetary gift to Tulsa Honor Academy and are asked to make Tulsa Honor Academy a priority in their personal giving. Board members are expected to be involved in fundraising by using their personal and business connections when appropriate, by soliciting funds when appropriate, by serving on fund-raising committees, and by attending fund-raising events.

Board Development

2.10 BOARD ELECTION PROCEDURES

The Governance Committee shall prepare and submit to the Board a report of the nominees it recommends for election to the Board. The number of seats available shall be determined in accordance with the by-laws. Whenever possible, nominated board member credentials will be presented one meeting prior to their election. Board members will be elected by a simple majority of the quorum present at the meeting during which elections are held. Each director shall serve from the next scheduled Board meeting after the election until the end of his or her term as determined by the Board.

2.11 BOARD SELF EVALUATION

The Board believes that efficient and effective performance of the Board itself can have a significant impact on the overall success of the school and is an essential component of good governance. Therefore, the Board will conduct an annual evaluation of its own work. The Governance Committee will conduct the evaluation. This Committee shall determine the format of the evaluation, but it must include a formal written evaluation. The evaluation process should be designed to encourage constructive feedback aimed at improvement.

Indemnification

2.12 INDEMNIFICATION POLICY

The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Corporation) by reason of the fact that s/he is or was a Director, officer, employee, or agent of the Corporation, or is or was serving at the request of the Corporation as a Director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise. This indemnification includes expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit, or proceeding if s/he acted in good faith and in a matter s/he reasonably believed to be in or not opposed to the best interests of the Corporation. With respect to any criminal action or proceeding, s/he must also have had no reasonable cause to believe his/her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner in which s/he reasonably believed to be in or not opposed to the best interest of the Corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe the his/her conduct was unlawful.

Tulsa Honor Academy will purchase and maintain Directors and Officers Liability Insurance (often called D&O), liability insurance payable to the directors and officers of a corporation, or to the organization(s) itself, as indemnification (reimbursement) for losses or advancement of defense costs in the event an insured suffers such a loss as a result of a legal action brought for alleged wrongful acts in their capacity as directors and officers. Such coverage can extend to defense costs arising out of criminal and regulatory investigations/trials as well; in fact, often civil and criminal actions are brought against directors/officers simultaneously.

III. ETHICS

3.01 CONFLICT OF INTEREST POLICY

1. Board members shall serve without compensation, but may be reimbursed, with prior approval, for any necessary expenses incurred by them in performing their duties as members of the Board.
2. Except as otherwise provided in this section, no board of education of any school district in this state shall make any contract with any of its members or with any company, individual or business concern in which any of its members shall be directly or indirectly interested. All contracts made in violation of this section shall be wholly void. A member of a board of education shall be considered to be interested in any contract made with any company, individual, or any business concern if the member of the board of education or any member of the immediate family of the member owns any substantial interest in same. 70 O.S. Section 5-124 A.
3. A board member shall not be considered to be directly or indirectly interested in any contract with a company, individual, or business concern that employs such board member or the spouse of the board member if the board member or the spouse of the board member has an interest of five percent (5%) or less in the company, individual, or business concern. 70 O.S. Section 5-124 D.
4. Salary and other remuneration received from the school by ex-officio Board members shall not be considered a conflict of interest for the purposes of this policy. However, *ex-officio* members shall abstain from votes involving the level of such remuneration.
5. A full Conflict of Interest Policy containing Board Member signatures shall be on file at all times.

3.02 CONFIDENTIALITY POLICY

It is the policy of Tulsa Honor Academy that directors and employees may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with Tulsa Honor Academy to any person, including relatives, friends and business and professional associates, other than to persons who have a legitimate need for such information and to whom Tulsa Honor Academy has authorized disclosure. Directors and employees shall use confidential information solely for the purpose of performing services as a trustee or employee for Tulsa Honor Academy. This policy is not intended to prevent disclosure where disclosure is required by law.

Directors and employees must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, trustees and employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a Director's term in office or upon termination of an employee's employment, he or she shall return, at the request of Tulsa Honor Academy, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

3.03 NEPOTISM POLICY

For purposes of this nepotism policy, the term *family members* shall be defined as any of the following: husband, wife, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren.

1. At no time shall more than one family member of the same family serve concurrently on the Board.
2. Board members and their family members will be excluded from consideration for employment by the organization.
3. Employees shall not hold a position with the organization while they or members of their family serve on the Board or any committee of the Board.
4. Employees may not hold a job over which a member of their family exercises supervisory authority.

IV. LEADERSHIP

4.01 CHIEF EXECUTIVE POLICY

The Board shall rely on its Chair and the chief executive to provide professional and administrative leadership. The chief executive shall be hired by and report directly to the Board of Directors.

The chief executive will be responsible for the day-to-day administration of the school's affairs and will manage and direct all activities of the organization as prescribed by the Board. The chief executive will have the power to hire and discharge employees of the school and will oversee and direct their activities in carrying out the work of the school. The chief executive is the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the chief executive. The chief executive will, directly or indirectly, supervise all other staff members employed by the school and is responsible for selecting staff members, conducting staff evaluations, and recommending compensation levels.

Accordingly:

1. The Board will never give instructions to persons who report directly or indirectly to the chief executive.
2. The Board will refrain from evaluating any staff other than the chief executive.
3. The Board will view chief executive performance as identical to organizational performance, so that organizational accomplishment of ends, policies, and organizational operations (within the boundaries established in board policies on executive limitations) will be viewed as successful chief executive performance.

Annual Chief Executive Performance Evaluation

Charter schools receive autonomy over fiscal management and the academic program in exchange for accountability, which measures the school's attainment of specific mission-oriented academic, operational, and governance goals.

The Board of Director's key responsibility is to manage the school through the performance of the chief executive of Tulsa Honor Academy. There are three core purposes of the evaluation: to recognize areas of particular strength and success, to articulate areas for improvement and/or focus, and to give overall feedback on performance to date.

Annually, the Executive Committee shall conduct a performance evaluation of the Head of School. The Committee will conduct the evaluation in accordance with its Chief Executive Evaluation Protocol (which provides guidelines for: how to gather information to inform the evaluation; a

timeline for evaluation activities that aligns with the school year; and what to include in the written evaluation document).

4.02 LEADERSHIP SUSTAINABILITY POLICY

The Board Officer and Chief Executive Officer roles are critical to the smooth functioning of a charter school; therefore, the Tulsa Honor Academy Charter School Board of Directors will have a Leadership Sustainability Plan which:

1. Ensures ongoing and continuous development of leadership capacity at the Chief Executive Officer and Board levels.
2. Responds in a timely and effective manner to an emergency leadership transition.
3. Responds in a timely and effective manner to a planned leadership transition.

V. FINANCES AND ACCOUNTING

5.01 ACCOUNTING POLICIES

It shall be the policy of Tulsa Honor Academy to create and maintain accounting, billing, and cash control policies, procedures and records which are consistent with Generally Accepted Accounting Principles (GAAP) and which meet the requirements of state and federal statutes and regulations, including any Oklahoma state regulations. These accounting, audit, and financial management policies are designed to:

1. Protect and secure the assets of Tulsa Honor Academy;
2. Ensure the maintenance of accurate records of Tulsa Honor Academy's financial activities;
3. Ensure compliance with governmental and private funder reporting requirements.

Tulsa Honor Academy shall engage the services of persons or entities which will provide necessary financial and accounting serviced required by these policies (the "Accounting Specialist").

Fiscal Accounting and Reporting. The chief executive or his/her designee shall be responsible for properly accounting for all funds received and all expenses incurred in the operation of Tulsa Honor Academy. Material deviations from the approved budget will be approved by the Finance Committee. The chief executive shall exercise his/her responsibility to the highest ethical standards and shall conform to generally accepted principles for government accounting. Such accounting shall be done in a manner that is easily reviewed by the Board and lends itself to auditing and reporting to the Authorizer. Financial statements shall be prepared for presentation and reporting for every regularly scheduled board meeting. Financial statements will be made available to board members in the board packets prior to the scheduled meeting.

Preparation and Adoption of Annual Operating Budget. The annual budget is the financial plan for the operation of Tulsa Honor Academy. The annual operating budget will be based on a fiscal year that runs from July 1 to June 30. It provides the framework for both expenditures and revenues for the fiscal year and translates into financial terms the educational programs and goals of the schools. The operating budget should ultimately support the vision and mission of Tulsa Honor Academy. The Board assigns to the chief executive or his/her designee the overall responsibility for the preparation and administration of the budget. The annual budget shall contain the following sections and corresponding detail: Revenues, Operating Expenses broken down by staff salaries, employee benefits, purchased services, supplies and materials, capital outlays, and facility costs, and Revenues over Expenses, and Transfers to Capital Reserves. In addition, the Board will annually review a three-year budget, historical income and expense statements, and a cash flow forecast for the upcoming year. The annual budget and supporting documents for the upcoming year shall be submitted for review by the board during the April board meeting.

Cash

1. Bank accounts are established as required by donors and funding requirements.
2. All checks for \$5,000 or more written on Tulsa Honor Academy accounts require two signatures.
3. Individuals authorized to sign checks may include the Head of School of Tulsa Honor Academy, the Chair, and the Treasurer of the Board, and such other persons who have been authorized to sign checks by formal approval of the Board of Directors.
4. Banks are promptly notified of all changes of authorized check signers.
5. All checks are to be pre-numbered and accounted for (used, voided, not used).
6. Voided checks are to be properly defaced and maintained.
7. Bank reconciliations to the general ledger are to be done monthly and provided to the Head of School and Treasurer.

Petty Cash

1. Petty cash should be used for such things as small and odd jobs, local travel and sundry items. It is not intended for purchases that can be made with designated suppliers. Activities or needs should be planned ahead so necessary funds will be available in the petty cash account.
2. Whenever petty cash is used, a pre-numbered "Petty Cash Request/Cash Advance" form must be filled out. A completed slip will include date, the amount taken and returned, the cash category and the total spent. When a staff person receives cash, he/she will sign on the "Received By" line of the petty cash log. Items purchased should also be listed on the log, unless the receipt that must always be clipped to the log lists items purchased. The Head of School or his/her designee will sign on the "Approved By" line of the petty cash log.

The Accounting Specialist will be responsible for the reconciliation and replenishment of the petty cash fund.

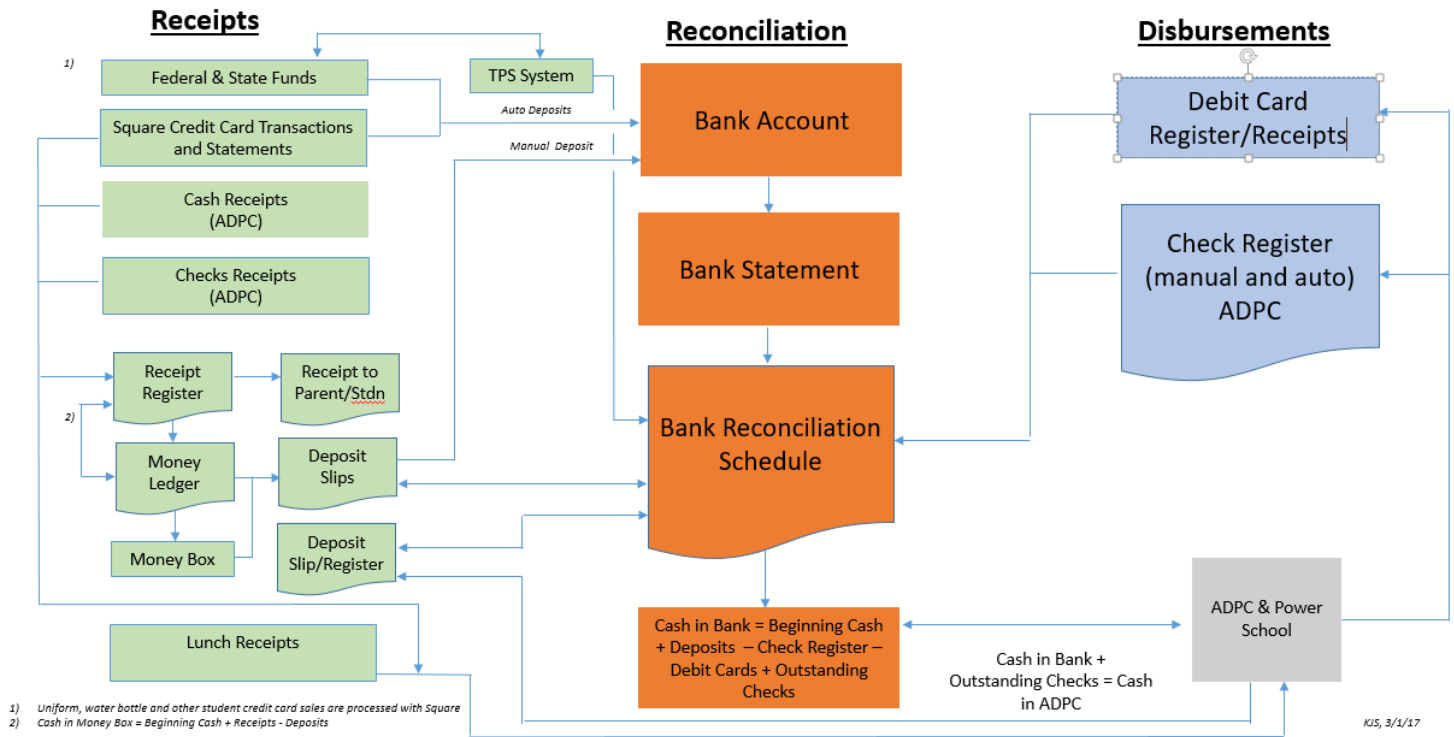
Bank Reconciliations.

1. Monthly bank reconciliations should be completed by the 10th work day of the month.
2. The HOS and Treasurer should review, initial, date and file a hard copy of the monthly bank reconciliation.
3. The monthly bank reconciliation should be reviewed at Finance Committee meetings.
4. The HOS needs to identify a person to perform the monthly bank reconciliations. Monthly reconciliations should be independent of personnel that are in the cash collections and disbursements process. The HOS may designate a Finance Committee member to perform the bank reconciliations.
5. Procedures
 - a. Inputs
 - i. Bank Statement (electronic download)

- ii. ADPC Cash and Check Deposit Slip Register
- iii. ADPC Check Register
- iv. ADPC Debit Card Register
- v. TPS Deposit Notices
- vi. Square Statements
- vii. Check and Cash Deposit Slips and Money Ledger
- b. Reconciliation
 - i. Current month's bank statement is downloaded from BOK.
 - ii. Check and Cash Deposits
 - 1. Bank statement is compared to ADPC Deposit Slip register to ensure all deposits have been recorded accurately and completely.
 - 2. Bank statement is compared to Check Register to ensure all checks have been recorded accurately and completely. Outstanding checks from the current and previous months are identified.
 - 3. Bank statement is compared to the Debit Card Register.
 - 4. Cash Deposits on the ADPC Deposit Slip register are compared to the money ledger.
 - 5. Any differences of the above reconciliations are noted and reconciled.
 - iii. Square
 - 1. Square statements are compared to bank statement and outstanding checks are added to the ending bank cash balance and tied to the ADPC cash balance.
 - iv. Any difference of the above reconciliations are noted and resolved.
 - v. The head of schools reviews the bank reconciliation, initials and files for future reference.
- 6. Money Ledger Box
 - a. Check the Money Box to ensure cash in the Money Box ties to the Ledger. Cash in the money box should equal beginning cash plus receipts less deposits



THA Monthly Cash Reconciliation Process



Receipts. THA receive four general types of financial receipts: Cash Receipts, Checks, Electronic receipts from TPS (Federal and State) and electronic receipts from Square (credit card transaction provider).

Cash and Check Receipts. Cash and check receipts are generally for lunches, water bottles, uniforms, donations and other small school item sales. All cash and non-cash payments accepted must be issued a receipt and recorded in the “Money Log”. Proceeds can be in the form of cash, check or credit card.

7. Every transaction in which the school receives money is given a paper receipt. Each receipt must include:
 - a. Date of transaction
 - b. Amount of payment
 - c. What the payment is for
 - d. Scholar or Parent/Guardian’s name
 - e. If full or partial payment was made
8. The payer keeps the original copy and the school keeps the carbon copy.
9. If the money received is a donation: A tax credit form is filled out and signed (if its sent with the donation)
10. Procedures
 - a. All payments must be collected by either a teacher, Office Assistant or Operations Assistant. Payments received by the teacher must be submitted to the Office Assistant or Operations Assistant.
 - b. Once proceeds are received by the Office Assistant or Operations Assistant, a receipt must be written and provided to the scholar or family member before being submitted to the Director of Operations for proper recording
 - i. Proceeds for Lunch Fees will be issued a receipt and recorded in PowerSchool by the Office Assistant or the Director of Operations
 - c. Once the Director of Operations or delegate has received the proceeds he/she will enter the payment in the Money Ledger Spreadsheet and the payment will be placed in a sealed envelope before being placed in the secure money box
 - i. All forms of payment must be entered into the Money Ledger with a Payer, Description of Payment, check number and receipt number
 1. Entries in the Money Ledger must match the receipt
 - ii. If the payment is received via check, a “FOR DEPOSIT ONLY” stamp will be placed on the check before being signed by the Head of School
 1. If the amount of the check is less than \$200, it will be placed in a sealed envelope until a deposit is made
 2. If the amount of the check is greater than \$200, it will be deposited within 24 hours

Deposits

1. There is to be no more than \$200 and no less than \$50 in the secure money box for more than a 24 hour period
2. If there is more than \$200 in the secure money box a deposit must be made by either the Head of School or the Director of Operations
 - a. If the Director of Operations will be making a deposit the amount withdrawn from the secure money box must be verified and Money Ledger initialed by the Office Assistant or Operations Assistant
 - b. The person making the deposit must ensure that a receipt of deposit is received
 - iii. If a deposit is made at an ATM, only the ATM deposit receipt will be necessary
 - iv. If a deposit is not made at an ATM, then the following must be provided along with the deposit receipt
 - c. Copy of deposit slip
 - d. Copy of all checks deposited
 - e. Verification of cash and coin that matches Money Ledger
 - f. Once a deposit is made the deposit receipt must be matched up to the withdrawal recorded in the Money Log before the receipt is placed in the Accountant's Tray
3. Someone other than the person making deposits is responsible for opening the daily mail, making a log of cash receipts, restrictively endorsing the payment, making note of any restrictions on the log entry, and account coding the receipt by receivable or revenue account.
4. The Head of School or designee prepares a bank deposit slip, listing each item.
5. Receipts are deposited daily. The bank's stamped duplicate deposit slip is attached to the remittance documentation.
6. The daily deposit log and duplicate deposit slip are forwarded to the Financial Officer for verification and data entry.
7. Cash is deposited in the appropriate bank account based on funding restrictions.

Electronic Receipts from TPS. Electronic receipts from TPS are from federal and state funds. Federal funds include: Title I (low income families), Title II (teacher quality), IDEA (children with disabilities), and breakfast/lunch programs. State funds include foundation and salary, health allowance, TPS allocations and receipt notifications can be found on the Oklahoma State Department of Education web site.

Square Credit Card: Square is a credit card transaction service and funds are electronically deposited into THA's bank account. Square is generally used for lunch, water bottle, uniforms and other small school item sales.

Withdrawal of Funds

Authority to Sign

Orders of withdrawal shall bear the signature of one of the following officers or staff members:

1. Head of School
2. Treasurer
3. Board Chair

In addition, any checks issued over \$5,000 shall require two signatures; and any checks payable to any one of the above-named persons, shall be signed by someone other than the payee.

Bonding

Each officer or designated signatory with authority to withdraw funds shall be bonded. Tulsa Honor Academy will assume the cost of securing such insurance coverage. The amount of insurance coverage will be reviewed annually by the finance committee.

Quarterly Review

The Finance Committee shall, on a quarterly basis, review all disbursements in the amount of \$10,000 or more.

Approval of Capital Expenditures

Purchasing

Any equipment or services with an estimated value of \$5,000 or more, shall be purchased through competitive bidding, only as required by law, or comparative pricing by at least three vendors whenever possible. Comparative pricing or competitive bidding should also be used periodically for regularly purchased materials, supplies, services, and insurance.

Property

The board chair must approve the purchase or disposition of any asset with a value of \$10,000 or less. The purchase or sale of any asset of higher value shall be approved by the board of directors. Purchase or sale of any real estate must be approved by the board of directors.

Cash Disbursements

1. Major Controls

- a. Encumbrances are created and approved by the Board for major items when the Board approves the annual budget. The Board may also approve Encumbrances for other items throughout the year. All expenditures must be part of an approved PO and Encumbrance
- b. Before payment is issued, a purchase order (PO) must be approved by the Board if over \$3,000 amount. No payment can be issued without a PO.
- c. An encumbrance summary of the current month's invoices is presented to the Board for approval at each Board meeting.

- d. Known major expenses for the upcoming school year are presented to the Board for approval ahead of time, which allows THA staff to create POs for major expenses at the beginning of each school year. Cash disbursements are made by check (with the exception of petty cash).
 - e. The Head of School approves all invoices for payment.
 - f. Vendor invoices are recalculated on site to ensure accuracy. This recalculation must occur prior to the preparation of a check to pay the invoice. After the recalculation is complete, the employee who performed the recalculation must initial the vendor invoice, indicating that the amount is correct and the invoice can be paid.
 - g. Checks for payment are signed only when supported by approved invoices (checks will not be processed and signed in advance of proper invoicing approval procedures).
 - h. Check signers compare data on supporting documents to checks presented for their signature.
 - i. Bank transfers are scheduled and confirmed to ascertain that both sides of the transaction are recorded.
 - j. The employee responsible for mailing checks will not be responsible for recording cash disbursements. These two functions must be handled by different employees to ensure that the appropriate checks and balances are in place.
 - k. Supporting documentation is noted as paid, check number, date paid, and general ledger account code. Supporting documentation is noted as approved for payment.
 - l. Account codings for each payment are reviewed for accuracy.
 - m. Finance and accounting staff and/or the Accounting Specialist will ensure that all costs paid through the utilization of external funding sources are recognized as ordinary, necessary, within the budget, are arm's length transactions, and do not deviate from established practices of the organization. A cost will be considered reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.
2. Procedures
- a. Bills received are placed into the accountant's tray, which are picked up by the THA accountant every Friday
 - b. Vendors and suppliers are paid as their payment terms require, taking advantage of any discounts offered. If cash flow problems exist, payments are made on a greatest dependency/need basis
 - c. A blanket PO is created in order to cover all invoices from a specific company
 - d. The invoice information is entered into Trends via the Accounting Computer
 - e. If no payment has already been issued or if not a recurring invoice, the invoice amount is entered against the newly created PO
 - f. A check is processed by either the Head of School or Dean of Operations
 - g. The check is signed by the Head of School
 - h. The signed check is placed into the mail by the _____

General Ledger Account Coding

1. All cash receipts and disbursements are account coded and reviewed by the Head of School.
2. A policy will be followed that documents the rationale used to allocate shared expenses among functions, grants, and/or contracts and reviewed periodically.
3. Funding from multiple sources may be kept in an account with other funding; however, it must be tracked independently.

Revenue

1. Revenue is earned using the accrual basis of accounting.
2. Cost reimbursement grants or contracts earn revenue when the expenses are incurred (not committed).
3. When the Tulsa Honor Academy Board of Directors deems it either necessary or prudent to do so, the Board of Directors may, to the extent permitted by applicable law or regulation, remove restrictions placed on any revenue by the donor(s) of that revenue.

Expenses

1. Expenses are charged directly to programs when specific identification is available.
2. Expenses are charged to programs based upon a shared cost rationale when the direct charge cannot be established.
3. Expenses are prohibited to be used for any purpose that is ineligible under a funding award.
4. Expenditures for each grant, loan, or contract are to be recorded according to the budget categories for that particular funding source. For each funding award, Tulsa Honor Academy will maintain records that allow for a comparison of outlays with approved budget amounts.
5. When there are government funds involved, Tulsa Honor Academy will follow applicable OMB cost principles.
6. When there are government funds involved, programs and grants will not be charged for items which are un-reimbursable under applicable OMB principles or policies such as, but not limited to: entertainment, fundraising expenses, bad debts, fines or penalties or interest on debt.
7. Before Tulsa Honor Academy seeks reimbursement from a funder, it will ensure that the costs for which it is seeking reimbursement are allocable to that funder. A cost will be considered allocable to an external funding source (unless otherwise prohibited) if it is treated consistently with other costs incurred for the same purpose in like circumstances and if:
 - a. The cost is incurred specifically for the award.
 - b. The cost benefits both the award and other work and can be distributed in reasonable proportion to the benefits received, or

- c. Is necessary to the overall operation of the organization, although a direct relationship to any particular cost objective cannot be shown.
8. Any cost allocable to a particular award or other cost objective may not be shifted to other awards to overcome funding deficiencies, or to avoid restrictions imposed by law or by the terms of any award of funds.

Collection of Delinquent Accounts

1. Tulsa Honor Academy may utilize outside collection agencies if diligent efforts to collect money due have been unsuccessful.
2. The Head of School has discretionary authority to submit delinquent debts (over 90 days) to an outside collection agency.

Write-off of Delinquent Debts/Charges

1. Records must indicate that diligent efforts to obtain payment have been exercised before the decision is made to write off any debt.
2. The request for approval of a write-off must include a short narrative of actions taken to collect and the rationale for the debt being considered uncollectable.
3. The Head of School has the discretion to approve debt write-offs of a board-authorized amount. Any amount above the board-authorized amount that is requested to be considered a write-off must be approved by a 2/3 vote of the Board of Directors. Reference to this action will be included in the board packet for the next regularly scheduled Board of Directors Meeting.
4. The budget line item for fees and collections must be updated by means of a budget revision to reflect uncollectable fees/debts.
5. If collection is made of a debt previously written-off as uncollectable, it will be recognized as revenue in the current period.

Fixed Assets

1. Fixed assets refer to Tulsa Honor Academy tangible properties that have useful lives that benefit the school over a period of years. These properties include all equipment, textbooks, computers, and vehicles.
2. Purchase of fixed assets should be made in accordance with account payable procedures.
3. It is the policy of the school to capitalize fixed assets with cost of \$500 or more with the useful life benefiting the school of three years or more.

1. FINANCIAL REPORTING PROCEDURES

1. The Accounting Specialist will be responsible for compiling monthly and year-to-date reports on all cost centers by revenue source, expense code, and asset and liability account balances.

2. Financial reports are reconciled to the general ledger and accounting records prior to submission to the funding source.
3. If an expenditure is different from an external funding source's approved budget, prior approval must be obtained from the funding source prior to the submission of the financial report.
4. Monthly financial reports which analyze Tulsa Honor Academy's financial position and the effectiveness of its management and programs will be presented to the Finance Committee of the Board of Directors and also reported within the board packets.
5. Periodic reports will be provided to all funding sources as requested or required by contract.
6. Finance and accounting staff and/or the Accounting Specialist will maintain records that identify adequately the source and application of funds for all activities. These records shall contain information pertaining to awards, authorizations, obligations, assets, outlays, income and interest. Records to be maintained include copies of contracts, invoices, proof of payments and allocation tracking when costs are distributed among several funding sources.

5.03 BORROWING POLICY

From time to time it will be necessary for Tulsa Honor Academy to borrow funds from outside sources to fund operations and expansion. This will be necessary because of the seasonality of income from fees, donations, and sales, and due to major expansions or revisions of programs.

Funds are to be borrowed only as required to meet these needs, and borrowing is to be consistent with sound fiscal and management practices. Borrowings are not intended to make up for inadequate planning or spending above budgeted levels.

Borrowing funds should be done within the following guidelines:

1. In compliance with Oklahoma State Laws and Oklahoma State Department of Education.
2. Borrowing should be within appropriate limits approved by the board prior to the time of borrowing.
3. Amounts should be borrowed at the lowest available interest rates.
4. Most borrowing will be done at short-term conditions due to the seasonal nature of income. Long-term borrowing will be done only if rates are favorable and amounts for short-term would be at the same minimum level.

5.04 INVESTMENT POLICY

The Tulsa Honor Academy Board of Directors will approve the placement of assets not needed for immediate operations assuring compliance with all contractual requirements and using the principles identified below.

Principles

1. **Minimize Risk:** The Board will define a minimum risk strategy that will be reviewed annually to ensure appropriate discharge of responsibilities to donors, lenders, and contractual relationships.
2. **Maximize Investment Return:** Within the parameters defined as “minimum risk,” funds will be invested at the highest area interest/return available at the time of decision.
3. **Support Local Banks and Institutions if Economically Feasible:** “Local” is defined as having a physical presence for customer service within the East Tulsa, Oklahoma service area.

Procedures

1. Each month, the Head of School or his/her designee will review with the Finance Committee the projected cash needs of the corporation and the assets available for investment.
2. Each month, the Finance Committee will provide the Head of School or his/her designee with guidance regarding investment and institutions.
3. The Finance Committee will designate a representative to consult with the Head of School or his/her designee between meetings on such matters as investment period timeliness and institutional issues.
4. The Head of School or his/her designee will contact local institutions as needed to determine the best rate of return for investments.
5. The Board of Directors will define, annually, a policy for minimizing risk.

5.05 BANKING POLICY

1. Tulsa Honor Academy will keep all funds available not already invested in a federally insured bank.
2. **Support Local Banks if Economically Feasible:** All assets kept in bank accounts will be in banks defined as local. “Local” is defined as having a physical presence for customer service within the East Tulsa, Oklahoma service area.
3. No single account shall contain funds that exceed Federal insurance limits.

5.06 BUDGET PRINCIPLES/PROCEDURE

Structure of the budgetary process shall evolve from the mission and by-laws of Tulsa Honor Academy, with consideration given to the requirements of any of the organization's funding partners.

Budget Principles

1. The budgetary process shall comply with the organization's funding partners and in accordance with applicable state and federal laws and with Tulsa Honor Academy's charter.
2. The budgetary process shall comply with the guidelines and principles set forth by the Board of Directors.
3. Annually, each program area shall identify and develop a plan for its operation. The budgets needed to execute the plan shall be developed by appropriate personnel, with concurrence from the Head of School.

Procedures

1. The organization's Head of School will prepare and submit an operating budget to the Board of Director's 30-60 days prior to the beginning of the new fiscal year and prior to submission to funding sources.
2. If budget submission is due to funding sources prior to 60 days before the beginning of the fiscal year, the organization's Board of Directors will review a preliminary budget and adopt it if necessary.
3. The approved preliminary or final operating budget will become the blueprint for the budget submission to all outside funders.
4. Differences in budget line items between the organization's operating budget and a funder's approved budgets will be resolved in negotiations between the Head of School and the funding agency.

Adjustments in Budget/Spending Plans

1. Any adjustments or changes in spending policies/budget plans which vary by more than 10% from the original approved budget will be initialed by the Head of School and submitted for approval to the Board of Directors.
2. These changes will be communicated in writing to funding sources as required by contractual agreements.
3. If proposed changes are unsatisfactory to the funder, the Head of School will communicate this response to the Board of Directors, who may authorize:
 - a. Changing the budget/plan to one which is satisfactory to the funder, or
 - b. Entering into negotiations to develop a compromise satisfactory to the funder and the Board of Directors.
4. After approval of the changes by all parties, the changes will be communicated in writing to all affected management staff.

5.07 AUDIT PROCEDURE

1. Tulsa Honor Academy will contract for an independent audit to be performed by a Certified Public Accountant (CPA) at the conclusion of each fiscal year. Such auditor will be selected from the list of those approved by the State Board of Education.
2. The Finance Committee of Tulsa Honor Academy shall constitute the audit committee. The independent auditor shall report directly to the audit committee.
3. The auditor(s) will test accounting mechanisms in accordance with generally accepted auditing standards for not-for-profit organizations and as contractually required by funding sources.
4. The auditor(s) will complete the audit within four months of the conclusion of the fiscal year and submit a report to the Board that includes the audited financial statements and an opinion regarding those financial statements. The auditor will also include in the report any information and documentation required by the District.
5. If during its established fiscal year, Tulsa Honor Academy expends over \$300,000 in federal funding, it will contract for an audit that meets the requirements of applicable OMB guidelines or policies.
6. A formal written report of the audit will be presented to the Board of Directors, as may be required by applicable law, and to each funding source to whom delivery is either prudent or required.

VII. ADMISSIONS

6.01 ADMISSIONS CRITERIA

Tulsa Honor Academy will comply with all anti-discrimination laws governing public schools as outlined in Title VI of the Civil Rights Act. New students will be admitted each year without regard to prior measures of achievement, aptitude, athletic ability, disability, handicapped condition, ethnicity, race, creed, gender, national origin, religion, or ancestry.

The school will open with one cohort of 128 fifth grade students. In the following years, Tulsa Honor Academy will utilize a slow-growth model, adding one grade level each year until the school reaches full enrollment of 512 students in grade eight. See figure below for a depiction of enrollment over time.

Enrollment Plan

Academy	Grade Level	Year				
		2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Lower Academy	5 th	128	128	128	128	128
	6 th		128	128	128	128
Upper Academy	7 th			128	128	128
	8 th				128	128
Total:		128	256	384	512	512
Lower Academy Total:		128	256	256	256	256
Upper Academy Total:				128	256	256

Pursuant to Oklahoma law, Tulsa Honor Academy will enroll students who reside within the Tulsa Public Schools boundaries or who transfer to the school pursuant to the state's transfer laws. Tulsa Honor Academy is a non-selective, open-enrollment school. Therefore, students' academic performance, attendance records, or any other student metric are not take into account when admitting students. Any student can apply to Tulsa Honor Academy, and all students will be accepted unless more students apply for enrollment than the available 128 seats. Should this be the case (i.e. 129 students apply), Tulsa Honor Academy will implement a lottery system, whereby students receive admission through a lottery selection. Students living in the Tulsa Public School District will have enrollment priority over out-of-district students.

6.02 ADMISSIONS TIMELINE

We will begin open enrollment the second Monday of September each year for enrollment in the following year. We will host Information Sessions at various community centers throughout East Tulsa, where families will meet the Head of School and learn more about the school's mission and program prior to submitting an application. New students are eligible to apply until the last Friday of January. Applications will be provided in English and Spanish and will be translated into other languages as needed, ensuring all families have access to enrollment requirements and process. Should more students apply than the number of allotted seats, Tulsa Honor Academy will host a public lottery. It will be hosted two weeks after the application deadline. Families of selected students will be notified within two week of the Lottery. We will hold a Registration and Enrollment Meeting the second Monday of March to answer any questions parents may have regarding forms or documentation. All requisite documents will be due the last Monday of March. Students selected for the lottery who have not submitted the required enrollment packet will lose their spot and the first student on the wait list will be invited to enroll at the school. Finally, parents/guardians will be required to attend one of the mandatory Family Orientation Nights prior to the beginning of the school year to finalize a student's enrollment.

The timeline below outlines the deadlines throughout this cycle for the first year of operation.

- **September 1, 2014:** Market and Promote Tulsa Honor Academy Applications.
- **September 8, 2014:** Open Application Window
- **January 30, 2015:** Close Application Window
- **February 14, 2015:** Lottery Event and Begin Notification Process
- **February 28, 2015:** Notification Process Finalized
- **March 7, 2015:** Registration and Enrollment Meeting
- **March 31, 2015:** Registration and Enrollment Deadline
- **July 29-30, 2015:** Family Orientation Nights
- **August 4, 2015:** First Day of School
- **September 1, 2015:** Market and Promote Tulsa Honor Academy Applications

In alignment with the timeline, applications will be accepted September 8, 2014 through January 30, 2015.



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

2019-2020 SLATE OF THA BOARD COMMITTEES AND CHAIRS

Committee	Chair
Governance	Ben Stewart
Finance	Nancy Carter
Development	Michael Brecht-Smith
PR/Marketing	Palmer Johnson
Facilities	Elsie Urueta Pollock