



## BOARD OF DIRECTORS MEETING

Tuesday, July 28, 2020

6:00 pm – 8:00 pm

Via Google Meet | [meet.google.com/dpg-qkkq-anw](https://meet.google.com/dpg-qkkq-anw)

Phone: (US)+1 316-778-8064 | PIN: 138 910 924#

Posted on: \_\_\_\_\_ at \_\_\_\_\_

Posted by: \_\_\_\_\_

### REMOTE PARTICIPANTS

#### Board Members

Ben Stewart (Board Chair)  
Palmer Johnson (Vice Chair)  
Nancy Carter (Treasurer)  
Jahaziel Hiriart (Secretary)  
Yolanda Charney  
Conor Cleary  
Moises Echeverria  
John Gawey  
Cynthia Jasso  
Kian Kamas  
Marvin Lizama  
Michael Smith

#### THA Executive Leadership Team

Elsie Urueta Pollock (Executive Director)  
Amanda Yuen (Director of Operations)  
Alex Webb (High School Principal)

### AGENDA

	Action	Item	Lead	Time
1.	-	Welcome	Ben Stewart, Board Chair	6:00 p.m.
2.	-	Roll Call	Ben Stewart, Board Chair	6:01 p.m.
3.	VOTE	Approval of the Consent Agenda a) Meeting Agenda b) Special Board Meeting Minutes	Ben Stewart, Board Chair	6:04 p.m.
4.	INFO	Progress on Permanent Facility	Kyle Rudolph, Link Group Tyler Baier, Level Field	6:07 p.m.
5.	VOTE	Approval of July 2020 Encumbrances • Approval of TPS Transportation Contact	Amanda Yuen, Director of Operations	6:37 p.m.
6.	VOTE	Approval of Keystone Food Service Management for Middle School meals	Amanda Yuen, Director of Operations	6:39 p.m.
7.	VOTE	Approval of EMC All-Risk Insurance for HS Building	Amanda Yuen, Director of Operations	6:41 p.m.



8.	VOTE	Approval disconnect and return fee for temporary buildings (estimated \$50,000)	Amanda Yuen, Director of Operations	6:43 p.m.
9.	VOTE	Approval of HTC 918 (boxing instruction) Contract	Amanda Yuen, Director of Operations	6:45 p.m.
10.	VOTE	Approval of Transolpro Sports Practice Transportation Contract	Amanda Yuen, Director of Operations	6:47 p.m.
11.	VOTE	Approval of Will Rogers UMC Sports Practice Facility Rental Agreement	Amanda Yuen, Director of Operations	6:49 p.m.
12.	VOTE	Approval of Community Care OK Employee Assistance Program Contract	Amanda Yuen, Director of Operations	6:51 p.m.
13.	VOTE	Approval of You Move Me moving quote for move from temporary buildings to HS Warehouse	Amanda Yuen, Director of Operations	6:53 p.m.
14.	VOTE	Approval of HS Kitchen smallwares purchase (estimated \$3,700)	Amanda Yuen, Director of Operations	6:55 p.m.
15.	VOTE	Approval of possible Verizon hotspot service, pending grant (\$10/mo/device, estimated \$70 devices)	Amanda Yuen, Director of Operations	6:57 p.m.
16.	VOTE	Approval of THA Return to School Plan	Elsie Urueta Pollock, Executive Director	6:59 p.m.
17.	VOTE	Approval of Scholar and Family Handbook Addendum for COVID-19	Amanda Yuen, Director of Operations	7:14 p.m.
18.	VOTE	Approval of amendment to the 2020-2021 School Year Calendar	Elsie Urueta Pollock, Executive Director	7:16 p.m.
19.	VOTE	Approval of Winward ACT Preparation Curriculum	Elsie Urueta Pollock, Executive Director	7:18 p.m.
20.	VOTE	Approval of Slate of Officers	Ben Stewart, Board Chair	7:20 p.m.
21.	INFO	Review of Level Field MOU	Elsie Urueta Pollock, Executive Director	7:25 p.m.
22.	INFO	Executive Director's Report	Elsie Urueta Pollock, Executive Director	7:30 p.m.
23.	INFO	Committee Reports <ul style="list-style-type: none"> <li>• Governance</li> <li>• Finance</li> <li>• Development</li> <li>• PR/Marketing</li> </ul>	Committee Chairs	7:45 p.m.
24.	-	• New Business	Ben Stewart, Board Chair	7:58 p.m.
25.	-	Adjourn	Ben Stewart, Board Chair	8:00 p.m.

## **ATTACHMENTS**

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- A. Special Board Meeting Minutes
- B. July 2020 Encumbrances
  - Transportation Contract
- C. Keystone Food Service Management for Middle School Meals
- D. EMC All-Risk Insurance
- E. HTC 918 Contract
- F. Transolpro Sports Transportation Contract
- G. Will Rogers UMC Sports Practice Facility Rental Agreement
- H. Community Care OK Employee Assistance Program Contract
- I. You Move Me Moving Quote
- J. OSDE Hotspot Grant
- K. THA Return to School Plan
- L. Scholar and Family Handbook Addendum for COVID-19
- M. 2020-2021 School Year Calendar Update
- N. Winward ACT Curriculum
- O. Slate of Officers
- P. Levelfield MOU



## BOARD OF DIRECTORS MEETING MINUTES

Wednesday, July 8, 2020

6-7pm

Via Google Meet | Meeting ID: meet.google.com/qcf-ocwv-gfk

Phone Number: 1-440-462-2779 | Password: 789 476 983#

### Remote Participants

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#### Board Members

Ben Stewart (Board Chair)  
Palmer Johnson (Vice Chair)  
Nancy Carter (Treasurer)  
Jahaziel Hiriart (Secretary)  
Yolanda Charney  
Conor Cleary  
Moises Echeverria  
John Gawey  
Cynthia Jasso

Kian Kamas

Marvin Lizama

Michael Smith

#### THA Executive Leadership Team

Elsie Urueta Pollock (Executive Director)  
Amanda Yuen (Director of Operations)  
Alex Webb (High School Principal)

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### MINUTES

#### Item 1. Welcome

The Board Vice Chair called the meeting to order at 6:04 p.m.

#### Item 2. Roll Call

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

#### Item 3. Approval of the Special Meeting Agenda

Mr. Echeverria moved, 2<sup>nd</sup> by Ms. Jasso





Nancy Carter – Yes  
Conor Cleary – Yes  
Cynthia Jasso – Yes  
Moises Echeverria-Yes  
John Gawey-Yes  
Jazi Hiriart-Yes  
Palmer Johnson-Yes  
Michael Smith – Yes

Motion Passed

#### **Item 4. Approval of Updated 20-21 School Year Calendar**

Ms. Urueta Pollock shared the academic calendar with changes to meet both staff and student needs.

Mr. Echeverria moved, 2<sup>nd</sup> by Mr. Gawey.

Nancy Carter – Yes  
Conor Cleary – Yes  
Cynthia Jasso – Yes  
Moises Echeverria-Yes  
John Gawey-Yes  
Jazi Hiriart-Yes  
Palmer Johnson-Yes  
Michael Smith – Yes

Motion Passed

#### **Item 5. Approval of Lease Agreement with Tulsa Public Schools**

Ms. Urueta Pollock shared that there was a cost increase in rental costs due to state legislature changes. Ms. Yuen shared changes in custodial services and grounds keeping.

Ms. Jasso moved, 2<sup>nd</sup> by Mr. Cleary

Nancy Carter – Yes  
Conor Cleary – Yes  
Cynthia Jasso – Yes  
Moises Echeverria-Yes  
John Gawey-Yes



Jazi Hiriart-Yes  
Palmer Johnson-Yes  
Michael Smith – Yes

Motion Passed

**Item 5. Approval of Consulting Agreement with Kate Freudenheim Consulting**

Ms. Urueta Pollock

Mr. Echeverria moved, 2<sup>nd</sup> by Ms. Jasso

Nancy Carter – Yes  
Conor Cleary – Yes  
Cynthia Jasso – Yes  
Moises Echeverria-Yes  
John Gawey-Yes  
Jazi Hiriart-Yes  
Palmer Johnson-Yes  
Michael Smith – Yes

Motion Passed

**Item 7. Progress on Permanent Facility**

Mr. Rudolph shared updates on building progress, schedule, budget, design & permitting, THA vendors as well as challenges.

**Item 8. Adjourn**

The meeting adjourned at 6:49 p.m.

## Purchase Order Register

Options: Year: 2020-2021, Fund: General Fund, Date Range: 7/1/2020 - 6/30/2021

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2020	602	School Outfitters	School Furniture	0.00
2	07/01/2020	67	Child Nutrition Services	School Meals	438,555.63
3	07/01/2020	628	AT&T Mobility	Phone Services for Lead Team	6,600.00
4	07/01/2020	632	Tulsa Public Schools	Facilities and Transportation	238,616.00
5	07/01/2020	607	Sundance Office Supply	Office Supplies/Paper for Printing	25,116.00
6	07/01/2020	619	EAS Consulting, Inc.	School Consulting	18,000.00
7	07/01/2020	604	Townsend Marketing	School Uniforms	40,000.00
8	07/01/2020	699	Wired! Technology Services	Tech Service	0.00
9	07/01/2020	633	Bledsoe, Hewett, & Gullekson	School Auditors	5,000.00
10	07/01/2020	661	Therapy Works	Speech Therapy	6,000.00
11	07/01/2020	625	American Funds	Administrative Fees for 401K	750.00
12	07/01/2020	679	Carpenter Insurance Agency Inc.	Surety Bonds	850.00
13	07/01/2020	630	Teach For America	TFA Fees	40,000.00
14	07/01/2020	696	Building Excellent Schools	Coaching Fees	37,500.00
15	07/01/2020	616	Northwest Evaluation Association	MAP Testing	5,500.00
16	07/01/2020	608	Imagine Learning, Inc.	Think Through Math Licenses	0.00
17	07/01/2020	714	Houghton Mifflin Harcourt	SRI Testing licenses for each MS scholar	2,420.00
18	07/01/2020	715	All In Learning	Classroom Technology	0.00
19	07/01/2020	635	Edmentum	Study Island Program	665.00
20	07/01/2020	731	Oklahoma School Assurance Group	Workers Comp Insurance	9,419.00
21	07/01/2020	583	Oklahoma Employee Grp Insurance	Health Insurance Payment for Non Returning Staff	0.00
22	07/01/2020	757	Okla. Public School Resource Center	OPSRC Membership Fees	2,500.00
23	07/01/2020	652	Philadelphia Insurance Company	Building Insurance	0.00
24	07/01/2020	797	EMC Insurance Companies	Liability Insurance	0.00
25	07/01/2020	798	OCAS	Accounting/Treasurer Service	10,800.00
26	07/01/2020	800	PowerSchool Group LLC	Student Information System	6,841.00
27	07/01/2020	810	Municipal Accounting System, Inc.	WenGage	6,704.32
28	07/01/2020	813	OESC	Unemployment Security Taxes	10,000.00
29	07/01/2020	626	Amazon.com	Supplies & Books	0.00
30	07/01/2020	840	ParentSquare Inc.	School-Parent Communication Tool	3,650.00
31	07/01/2020	648	WJPR CPAs	401K Accounting	2,985.00
32	07/01/2020	514	Oklahoma Tax Commission	Wage Taxes	0.00
33	07/01/2020	911	Public Service Company of Oklahoma	Gas Services	50,000.00
34	07/01/2020	912	Scholastic Inc.	Books for classroom libraries	0.00
35	07/01/2020	917	City of Tulsa	Water Bill Utility	30,000.00
36	07/01/2020	924	BlueMark Energy, LLC	Natural Gas Supplier	19,000.00
37	07/01/2020	926	Standleys Systems	School Printers	73,500.00
38	07/01/2020	927	3M Psychometric Serivces	Psychometric Testing	14,000.00
39	07/01/2020	930	Oklahoma Natural Gas Company	Natural Gas Utlility	30,000.00
40	07/01/2020	985	William Scotsman, INC.	DownPayment for HS Portables	0.00
41	07/01/2020	1008	8x8, INC.	HS Phone System	1,080.00
42	07/01/2020	1018	Kathryn Freudenheim Consulting	Consulting services for both schools	26,000.00

## Purchase Order Register

Options: Year: 2020-2021, Fund: General Fund, Date Range: 7/1/2020 - 6/30/2021

PO No	Date	Vendor No	Vendor	Description	Amount
43	07/01/2020	1019	Prosperity Bank	Purchase Card Payment	5,530.00
44	07/01/2020	1022	Witness Security	Alarm system monitoring	299.70
45	07/01/2020	959	Aflac Business Services	Disability Insurance Payments	0.00
46	07/01/2020	1033	Republic Services #053	Trash Service for HS buildings	2,160.00
47	07/01/2020	1059	Nimble Hiring, PBC.	Applicant hiring system	3,500.00
48	07/01/2020	1080	H&H Outdoor Lawn & Lawnscape	Commercial Lawn Service for High School	14,604.00
49	07/01/2020	890	OSBI	Background check costs for new staff hires	1,080.00
50	07/01/2020	1104	Nasco	Scientific Equipment for Chemistry and Physics	3,364.50
51	07/01/2020	1102	Mandarin Library Automation	Online library for students to access books	1,750.00
52	07/01/2020	982	Project Lead the Way	Classroom materials for PLTW classes	10,814.65
53	07/01/2020	1103	Snapwix, Inc.	Students Assessment Data Services	2,760.00
54	07/01/2020	67	Child Nutrition Services	Student breakfast, lunch and snack meals.	0.00
55	07/01/2020	820	Bank of Oklahoma	Payroll Protection Plan loan repayment	549,200.00
56	07/01/2020	1105	Swift Office Solutions, Inc.	Teacher desks for each staff member	8,339.40
57	07/01/2020	987	Abbey E. Gonzales	Reimbursement for weight lifting equipment	300.00
58	07/01/2020	1090	Joanna E Lara Vaes	Reimbursement for fingerprint background check	16.95
59	07/01/2020	1106	Rachel E. Maxwell	Reimbursement for fingerprints	20.00
60	07/01/2020	985	William Scotsman, INC.	Rental costs for High School and Network Portables	52,000.00
61	07/01/2020	1093	Silvia Gallegos	Reimbursement for fingerprints	24.95
62	07/01/2020	1086	Caleb D Kempf	Bungee cords for sports equipment	15.96
63	07/01/2020	1024	Cox Business	Internet service for the High school	1,792.92
64	07/01/2020	1014	Today's Classroom LLC	Lunch tables for cafeteria	12,828.00
65	07/01/2020	1015	Falco Alarm Company of Tulsa	Monthly Fire Alarm System Monitoring	599.40
66	07/01/2020	1077	Staples Technology Solutions	Laptops for lead team members	2,900.00
67	07/01/2020	911	Public Service Company of Oklahoma	Monthly electric bill for both schools	30,000.00
68	07/01/2020	699	Wired! Technology Services	School site IT support plus electronics	75,920.60
69	07/01/2020	1084	Neah N Harper	Reimbursement for fingerprints	16.95
70	07/01/2020	989	TROX	Go Guardian Licenses	2,193.00
71	07/15/2020	1107	Booksource	Books for the High School Library	14,999.40
72	07/01/2020	1108	Nat. Fed.of State High Sch. Assoc.	Coaching courses for coaches.	280.00
73	07/01/2020	1077	Staples Technology Solutions	Office and Classroom Supplies	25,116.00
74	07/01/2020	717	Discovery Education, Inc.	Teacher Lecture Resource	1,140.00

## Purchase Order Register

**Options:** Year: 2020-2021, Fund: General Fund, Date Range: 7/1/2020 - 6/30/2021

PO No	Date	Vendor No	Vendor	Description	Amount
75	07/01/2020	1110	Curriculum Associates	Online library services	14,140.00
76	07/01/2020	1112	The School Planner Company	Scholar agendas	3,735.50
Non-Payroll Total:					<b>\$2,003,493.83</b>
Payroll Total:					<b>\$145,644.10</b>
Report Total:					<b>\$2,149,137.93</b>

## Purchase Order Register

Options: Year: 2020-2021, Fund: GIFT FUND, Date Range: 7/1/2020 - 6/30/2021

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2020	1075	GKFF Real Estate V. LLC	Rent/Lease Payments for High School Building	119,253.00
2	07/01/2020	628	AT&T Mobility	Mobile Hotspots for Scholars during Covid19	0.00
3	07/01/2020	1079	Miller-Tippens Construction	Improvements for Fire Alarm system	0.00
4	07/01/2020	1079	Miller-Tippens Construction	Construction work for High School	77,269.03
5	07/01/2020	1111	Zoom, Inc	Video Conferencing Services	5,850.00
				<b>Non-Payroll Total:</b>	<b>\$202,372.03</b>
				<b>Payroll Total:</b>	<b>\$0.00</b>
				<b>Report Total:</b>	<b>\$202,372.03</b>

## STUDENT TRANSPORTATION CONTRACT

**THIS STUDENT TRANSPORTATION CONTRACT ("Contract")** is made and entered this 1st day of July 2020, by and between **TULSA HONOR ACADEMY, INC. ("THA")**, and **INDEPENDENT SCHOOL DISTRICT NO. 1 OF TULSA COUNTY, OKLAHOMA, a/k/a TULSA PUBLIC SCHOOLS (the "District")**.

### RECITALS:

A. THA desires to enter into this Contract with the District whereby the District will provide transportation equipment ("Buses") and bus operators ("Drivers") to transport the District students who are enrolled in THA's programs from District campuses to a THA campus, and return the students to a District campus.

B. The District has available sufficient Buses and Drivers to provide the transportation.

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

1. **Transportation Dates.** The transportation to be furnished by District under this Contract will commence on the date of the beginning of classes for Tulsa Honor Academy students for the 2020–2021 school year (the "School Year") and will terminate the last day of Tulsa Honor Academy classes for the School Year.

2. **Compensation.** THA will pay the District up to One Hundred Fifty-Nine Thousand Dollars (\$159,000) (the "Contract Amount") for transportation services identified in attached Exhibit A during the School Year. The amount may be modified on the basis of a written request for route change or other modifications submitted by THA and agreed to by the District. Up to one-half of the Contract Amount will be billed to THA by the District at the end of the first semester of the 2020-21 School Year, and up to the remainder of the Contract amount will be billed at the end of the second semester of the 2020-21 School Year. The District's invoices will be paid within fifteen (15) days after receipt by THA. Agreed modifications of the Contract Amount will be reflected in the semester billing. Unless so modified, the Contract Amount shall not exceed One Hundred Fifty-Nine Thousand Dollars (\$159,000), 6 routes, 35,000 annual miles, or 180 school days.

3. **Buses.** All Buses provided by the District for the performance of this Contract will comply with all federal and state laws, rules and regulations applicable to transportation equipment used to transport school children including, but not limited to, the rules of the Oklahoma State Department of Education ("OSDE").

4. **Drivers.** All Drivers operating the Buses will have current unrestricted licenses to operate transportation equipment used to transport school children and will be in compliance with all federal and state laws, rules and regulations including, but not limited to, the rules and regulations of the Oklahoma Department of Public Safety, the OSDE, including, but not limited

to, the requirement for satisfactory annual physical examinations, and the rules and regulations of the Federal Department of Transportation ("DOT"), including drug/alcohol testing.

5. **Removal of Drivers.** The District will not permit any Driver to operate a Bus used in connection with the performance of this Contract if THA reasonably objects to that Driver. Any THA objection to a Driver will be submitted in writing to the District's Director of Transportation or other District staff member designated by the District and will specify THA's objections. Any differences concerning THA's objections will be resolved between THA's designated staff member and the District's designated staff member.

6. **Insurance.** At all times during this Contract, the District will maintain and have in force at its expense public liability and property damage insurance to cover the negligent acts of the District's employees with limits equal to the District's limits of liability under the Oklahoma Governmental Tort Claims Act. The District will furnish THA with a certificate of insurance designating THA as an additional named insured. In the event of a claim, the District's insurance will be primary over similar insurance carried by THA.

7. **Force Majeure.** The District shall not be liable to THA and there will be no adjustment in the Contract Amount for days on which the District's Buses are unable to operate through no fault of the District, such as adverse weather conditions.

8. **Notices.** Any notices from one party to the other party concerning the Contract shall be in writing and shall be given by certified mail, return receipt requested, or confirmed telecopy or private courier to the parties as follows:

If to THA: Tulsa Honor Academy, Inc.  
Attn: Elsie Urueta  
209 S. Lakewood Ave.  
Tulsa, OK 74112

If to District: Tulsa Public Schools  
Attn: Transportation  
Director 1815 North 77<sup>th</sup> East  
Avenue Tulsa, OK 74115

9. **Miscellaneous.** This instrument represents the entire understanding between the parties concerning the subject matter hereof and may be modified on the mutually executed written agreement of the parties, which refers to this instrument. Neither party may assign this Contract.



**IN WITNESS WHEREOF**, the parties have executed this Student Transportation Contract as of the date first above written.

**INDEPENDENT SCHOOL DISTRICT NO. 1  
OF TULSA COUNTY, OKLAHOMA**

**TULSA HONOR ACADEMY**



By: \_\_\_\_\_  
Stacey Woolley  
President, Board of Education

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

“District”

“THA”

Approved as to Form: RMG

<div> T U L S A PUBLIC SCHOOLS Transportation Department</div>		<div>Exhibit A</div> <div>ROUTE COST ANALYSIS &amp; LEDGER</div> <div>Tulsa Honor Academy, 2020–21</div>												<div> T U L S A PUBLIC SCHOOLS Transportation Department</div>	
	# of Routes	Avg Service Level	Days of Service	Assis tants	Avg Daily Hrs	Yearly Hours	Avg. Daily Miles	Yearly Miles	Yearly Fuel	Yearly Maintenance	Yearly Driver, Support Labor	Yearly Assistant Labor & Benefits	Administrative	Ben., Ins., Deprec.	Total Cost
2020–21 Rates									\$0.23/mi	\$0.58/mi	\$1.88/mi or \$16.00/hr	\$1.32/mi or \$11.00/hr	weighted	\$1.80/mi	\$4.47/mi
2020–21 Mileage Estimate	5.5	3.3	180	0	11.4	2,060.2	179.1	32,232.6	\$ 7,413.50	\$ 18,694.91	\$ 44,257.60	\$ -	\$ 15,727.68	\$ 58,018.68	\$ 144,112.37
2020–21 Suggested Contract Amount														\$	159,000.00

Service Levels	1	Title-funded (reimbursement calculation)	\$ 2.69 /mi	+	\$ 1.32 /mi	/assistant	
	2	Stop(s) added to existing run	\$ 2.69 /mi	+	\$ 1.32 /mi	/assistant	Mileage billed for each run will be the difference of the mileage with, and the mileage without, the contracted stop(s)
	3	Run added to an existing route (tiered)	\$ 16.00 /hr	+	\$ 2.00 /mi*	+	\$ 11.00 /hr /assistant
	4	Standalone run (not tiered)	\$ 16.00 /hr	+	\$ 2.00 /mi**	+	\$ 11.00 /hr /assistant
	5	A run when TPS is not in session	\$ 16.00 /hr	+	\$ 2.00 /mi**	+	\$ 11.00 /hr /assistant

\* Mileage will include deadhead to start of run  
\*\* Mileage will include deadhead to start of run & return to terminal

Fall 2020																	\$ 70,495.82
1	Aug 01 – Aug 31	Route	Svc Lvl	Days	Assists	Hours	Subtotal	Miles	Subtotal	Fuel	Maint.	D&S Labor	Asst L&B	Admin	Fixed Costs	\$ 20,352.81	
Morning																	
AM routes, regular bell, TPS in session	AM Regular Ed, Tiered	2018A	3	9	0	1.1	9.9	20.4	183.6	\$ 42.23	\$ 106.49	\$ 158.40	\$ -	\$ 61.92	\$ 330.48	\$ 699.52	COST PER DAY
		2023A	3	9	0	1.1	9.9	21.1	189.9	\$ 43.68	\$ 110.14	\$ 158.40	\$ -	\$ 61.92	\$ 341.82	\$ 715.96	
		2023A2	3	9	0	0.4	3.6	8.9	80.1	\$ 18.42	\$ 46.46	\$ 144.00	\$ -	\$ 61.92	\$ 144.18	\$ 414.98	
		4023B1	3	9	0	0.7	6.3	7.9	71.1	\$ 16.35	\$ 41.24	\$ 144.00	\$ -	\$ 61.92	\$ 127.98	\$ 391.49	\$ 336.94
		4020A	3	9	0	1.3	11.7	23.9	215.1	\$ 49.47	\$ 124.76	\$ 187.20	\$ -	\$ 61.92	\$ 387.18	\$ 810.53	
AM routes, TPS not in session	AM Regular Ed, TPS OoS	2018A	5	11	0	1.3	14.3	22.7	249.7	\$ 57.43	\$ 144.83	\$ 528.00	\$ -	\$ 151.36	\$ 449.46	\$ 1,331.08	COST PER DAY
		2023A	5	11	0	1.3	14.3	23.4	257.4	\$ 59.20	\$ 149.29	\$ 528.00	\$ -	\$ 151.36	\$ 463.32	\$ 1,351.17	
		2023A2	5	11	0	0.6	6.6	11.2	123.2	\$ 28.34	\$ 71.46	\$ 528.00	\$ -	\$ 151.36	\$ 221.76	\$ 1,000.91	
		4023B1	5	11	0	1	11	12.9	141.9	\$ 32.64	\$ 82.30	\$ 528.00	\$ -	\$ 151.36	\$ 255.42	\$ 1,049.72	\$ 567.45
		4020A	5	11	0	1.6	17.6	28.9	317.9	\$ 73.12	\$ 184.38	\$ 528.00	\$ -	\$ 151.36	\$ 572.22	\$ 1,509.08	
Afternoon																	
PM routes, regular bell, TPS in session	PM Regular Ed, Tiered	2003I	3	7	0	1	7	18.3	128.1	\$ 29.46	\$ 74.30	\$ 112.00	\$ -	\$ 48.16	\$ 230.58	\$ 494.50	COST PER DAY
		2008I	3	7	0	0.9	6.3	13.3	93.1	\$ 21.41	\$ 54.00	\$ 112.00	\$ -	\$ 48.16	\$ 167.58	\$ 403.15	
		3004I	3	7	0	1.2	8.4	19.2	134.4	\$ 30.91	\$ 77.95	\$ 134.40	\$ -	\$ 48.16	\$ 241.92	\$ 533.34	
		4020I	3	7	0	1	7	18.6	130.2	\$ 29.95	\$ 75.52	\$ 112.00	\$ -	\$ 48.16	\$ 234.36	\$ 499.98	\$ 365.98
		4022I	3	7	0	0.7	4.9	8.7	60.9	\$ 14.01	\$ 35.32	\$ 112.00	\$ -	\$ 48.16	\$ 109.62	\$ 319.11	
PM routes, early release, TPS in session		4023I	3	7	0	0.7	4.9	8.3	58.1	\$ 13.36	\$ 33.70	\$ 112.00	\$ -	\$ 48.16	\$ 104.58	\$ 311.80	
	PM Regular Ed, Standalone	2003I	4	2	0	1.3	2.6	20.6	41.2	\$ 9.48	\$ 23.90	\$ 64.00	\$ -	\$ 20.64	\$ 74.16	\$ 192.17	COST PER DAY
		2008I	4	2	0	1.2	2.4	15.6	31.2	\$ 7.18	\$ 18.10	\$ 64.00	\$ -	\$ 20.64	\$ 56.16	\$ 166.07	
		3004I	4	2	0	1.5	3	29.1	58.2	\$ 13.39	\$ 33.76	\$ 64.00	\$ -	\$ 20.64	\$ 104.76	\$ 236.54	
		4020I	4	2	0	1.3	2.6	23.6	47.2	\$ 10.86	\$ 27.38	\$ 64.00	\$ -	\$ 20.64	\$ 84.96	\$ 207.83	\$ 556.42
PM routes, TPS not in session		4022I	4	2	0	1	2	13.7	27.4	\$ 6.30	\$ 15.89	\$ 64.00	\$ -	\$ 20.64	\$ 49.32	\$ 156.15	
		4023I	4	2	0	0.9	1.8	13.3	26.6	\$ 6.12	\$ 15.43	\$ 64.00	\$ -	\$ 20.64	\$ 47.88	\$ 154.07	
	PM Regular Ed, TPS OoS	2003I	5	11	0	1.3	14.3	20.6	226.6	\$ 52.12	\$ 131.43	\$ 528.00	\$ -	\$ 151.36	\$ 407.88	\$ 1,270.79	COST PER DAY
		2008I	5	11	0	1.2	13.2	15.6	171.6	\$ 39.47	\$ 99.53	\$ 528.00	\$ -	\$ 151.36	\$ 308.88	\$ 1,127.24	
		3004I	5	11	0	1.5	16.5	29.1	320.1	\$ 73.62	\$ 185.66	\$ 528.00	\$ -	\$ 151.36	\$ 576.18	\$ 1,514.82	\$ 673.06
		4020I	5	11	0	1.3	14.3	23.6	259.6	\$ 59.71	\$ 150.57	\$ 528.00	\$ -	\$ 151.36	\$ 467.28	\$ 1,356.92	
		4022I	5	11	0	1	11	13.7	150.7	\$ 34.66	\$ 87.41	\$ 528.00	\$ -	\$ 151.36	\$ 271.26	\$ 1,072.69	
		4023I	5	11	0	0.9	9.9	13.3	146.3	\$ 33.65	\$ 84.85	\$ 528.00	\$ -	\$ 151.36	\$ 263.34	\$ 1,061.20	
2	Sep 01 – Sep 30	Route	Svc Lvl	Days	Assists	Hours	Subtotal	Miles	Subtotal	Fuel	Maint.	D&S Labor	Asst Labor	Admin	Fixed Costs	\$ 14,820.26	
Morning																	
	AM Regular Ed, Tiered	2018A	3	20	0	1.1	22	20.4	408.0	\$ 93.84	\$ 236.64	\$ 352.00	\$ -	\$ 137.60	\$ 734.40	\$ 1,554.48	
		2023A	3	20	0	1.1	22	21.1	422.0	\$ 97.06	\$ 244.76	\$ 352.00	\$ -	\$ 137.60	\$ 759.60	\$ 1,591.02	
		2023A2	3	20	0	0.4	8	8.9	178.0	\$ 40.94	\$ 103.24	\$ 320.00	\$ -	\$ 137.60	\$ 320.40	\$ 922.18	
		4023B1	3	20	0	0.7	14	7.9	158.0	\$ 36.34	\$ 91.64	\$ 320.00	\$ -	\$ 137.60	\$ 284.40	\$ 869.98	
		4020A	3	20	0	1.3	26	23.9	478.0	\$ 109.94	\$ 277.24	\$ 416.00	\$ -	\$ 137.60	\$ 860.40	\$ 1,801.18	
	AM Regular Ed, TPS OoS	2018A	5	0	0	1.3	0	22.7	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		2023A	5	0	0	1.3	0	23.4	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		2023A2	5	0	0	0.6	0	11.2	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		4023B1	5	0	0	1	0	12.9	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		4020A	5	0	0	1.6	0	28.9	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Afternoon																	
	PM Regular Ed, Tiered	2003I	3	16	0	1	16	18.3	292.8	\$ 67.34	\$ 169.82	\$ 256.00	\$ -	\$ 110.08	\$ 527.04	\$ 1,130.29	
		2008I	3	16	0	0.9	14.4	13.3	212.8	\$ 48.94	\$ 123.42	\$ 256.00	\$ -	\$ 110.08	\$ 383.04	\$ 921.49	

		3004I	3	16	0	1.2	19.2	19.2	307.2	\$	70.66	\$	178.18	\$	307.20	\$	-	\$	110.08	\$	552.96	\$	1,219.07
		4020I	3	16	0	1	16	18.6	297.6	\$	68.45	\$	172.61	\$	256.00	\$	-	\$	110.08	\$	535.68	\$	1,142.82
		4022I	3	16	0	0.7	11.2	8.7	139.2	\$	32.02	\$	80.74	\$	256.00	\$	-	\$	110.08	\$	250.56	\$	729.39
		4023I	3	16	0	0.7	11.2	8.3	132.8	\$	30.54	\$	77.02	\$	256.00	\$	-	\$	110.08	\$	239.04	\$	712.69
PM Regular Ed, Standalone	2003I	4	4	0	1.3	5.2	20.6	82.4	\$	18.95	\$	47.79	\$	128.00	\$	-	\$	41.28	\$	148.32	\$	384.34	
	2008I	4	4	0	1.2	4.8	15.6	62.4	\$	14.35	\$	36.19	\$	128.00	\$	-	\$	41.28	\$	112.32	\$	332.14	
	3004I	4	4	0	1.5	6	29.1	116.4	\$	26.77	\$	67.51	\$	128.00	\$	-	\$	41.28	\$	209.52	\$	473.08	
	4020I	4	4	0	1.3	5.2	23.6	94.4	\$	21.71	\$	54.75	\$	128.00	\$	-	\$	41.28	\$	169.92	\$	415.66	
	4022I	4	4	0	1	4	13.7	54.8	\$	12.60	\$	31.78	\$	128.00	\$	-	\$	41.28	\$	98.64	\$	312.31	
	4023I	4	4	0	0.9	3.6	13.3	53.2	\$	12.24	\$	30.86	\$	128.00	\$	-	\$	41.28	\$	95.76	\$	308.13	
PM Regular Ed, TPS OoS	2003I	5	0	0	1.3	0	20.6	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
	2008I	5	0	0	1.2	0	15.6	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
	3004I	5	0	0	1.5	0	29.1	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
	4020I	5	0	0	1.3	0	23.6	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
	4022I	5	0	0	1	0	13.7	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
	4023I	5	0	0	0.9	0	13.3	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
3	Oct 01 – Oct 31	Route	Svc Lvl	Days	Assists	Hours	Subtotal	Miles	Subtotal		Fuel		Maint.		D&S Labor		Asst Labor		Admin		Fixed Costs	\$ 12,901.92	
Morning																							
AM Regular Ed, Tiered	2018A	3	17	0	1.1	18.7	20.4	346.8	\$	79.76	\$	201.14	\$	299.20	\$	-	\$	116.96	\$	624.24	\$	1,321.31	
	2023A	3	17	0	1.1	18.7	21.1	358.7	\$	82.50	\$	208.05	\$	299.20	\$	-	\$	116.96	\$	645.66	\$	1,352.37	
	2023A2	3	17	0	0.4	6.8	8.9	151.3	\$	34.80	\$	87.75	\$	272.00	\$	-	\$	116.96	\$	272.34	\$	783.85	
	4023B1	3	17	0	0.7	11.9	7.9	134.3	\$	30.89	\$	77.89	\$	272.00	\$	-	\$	116.96	\$	241.74	\$	739.48	
	4020A	3	17	0	1.3	22.1	23.9	406.3	\$	93.45	\$	235.65	\$	353.60	\$	-	\$	116.96	\$	731.34	\$	1,531.00	
AM Regular Ed, TPS OoS	2018A	5	0	0	1.3	0	22.7	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
	2023A	5	0	0	1.3	0	23.4	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
	2023A2	5	0	0	0.6	0	11.2	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
	4023B1	5	0	0	1	0	12.9	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
	4020A	5	0	0	1.6	0	28.9	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
Afternoon																							
PM Regular Ed, Tiered	2003I	3	12	0	1	12	18.3	219.6	\$	50.51	\$	127.37	\$	192.00	\$	-	\$	82.56	\$	395.28	\$	847.72	
	2008I	3	12	0	0.9	10.8	13.3	159.6	\$	36.71	\$	92.57	\$	192.00	\$	-	\$	82.56	\$	287.28	\$	691.12	
	3004I	3	12	0	1.2	14.4	19.2	230.4	\$	52.99	\$	133.63	\$	230.40	\$	-	\$	82.56	\$	414.72	\$	914.30	
	4020I	3	12	0	1	12	18.6	223.2	\$	51.34	\$	129.46	\$	192.00	\$	-	\$	82.56	\$	401.76	\$	857.11	
	4022I	3	12	0	0.7	8.4	8.7	104.4	\$	24.01	\$	60.55	\$	192.00	\$	-	\$	82.56	\$	187.92	\$	547.04	
	4023I	3	12	0	0.7	8.4	8.3	99.6	\$	22.91	\$	57.77	\$	192.00	\$	-	\$	82.56	\$	179.28	\$	534.52	
PM Regular Ed, Standalone	2003I	4	5	0	1.3	6.5	20.6	103.0	\$	23.69	\$	59.74	\$	160.00	\$	-	\$	51.60	\$	185.40	\$	480.43	
	2008I	4	5	0	1.2	6	15.6	78.0	\$	17.94	\$	45.24	\$	160.00	\$	-	\$	51.60	\$	140.40	\$	415.18	
	3004I	4	5	0	1.5	7.5	29.1	145.5	\$	33.47	\$	84.39	\$	160.00	\$	-	\$	51.60	\$	261.90	\$	591.36	
	4020I	4	5	0	1.3	6.5	23.6	118.0	\$	27.14	\$	68.44	\$	160.00	\$	-	\$	51.60	\$	212.40	\$	519.58	
	4022I	4	5	0	1	5	13.7	68.5	\$	15.76	\$	39.73	\$	160.00	\$	-	\$	51.60	\$	123.30	\$	390.39	
	4023I	4	5	0	0.9	4.5	13.3	66.5	\$	15.30	\$	38.57	\$	160.00	\$	-	\$	51.60	\$	119.70	\$	385.17	
PM Regular Ed, TPS OoS	2003I	5	0	0	1.3	0	20.6	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
	2008I	5	0	0	1.2	0	15.6	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
	3004I	5	0	0	1.5	0	29.1	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
	4020I	5	0	0	1.3	0	23.6	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
	4022I	5	0	0	1	0	13.7	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
	4023I	5	0	0	0.9	0	13.3	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	

4	Nov 01 – Nov 30	Route	Svc Lvl	Days	Assists	Hours	Subtotal	Miles	Subtotal	Fuel	Maint.	D&S Labor	Asst Labor	Admin	Fixed Costs	\$ 11,115.20
Morning																
	AM Regular Ed, Tiered	2018A	3	15	0	1.1	16.5	20.4	306.0	\$ 70.38	\$ 177.48	\$ 264.00	\$ -	\$ 103.20	\$ 550.80	\$ 1,165.86
		2023A	3	15	0	1.1	16.5	21.1	316.5	\$ 72.80	\$ 183.57	\$ 264.00	\$ -	\$ 103.20	\$ 569.70	\$ 1,193.27
		2023A2	3	15	0	0.4	6	8.9	133.5	\$ 30.71	\$ 77.43	\$ 240.00	\$ -	\$ 103.20	\$ 240.30	\$ 691.64
		4023B1	3	15	0	0.7	10.5	7.9	118.5	\$ 27.26	\$ 68.73	\$ 240.00	\$ -	\$ 103.20	\$ 213.30	\$ 652.49
		4020A	3	15	0	1.3	19.5	23.9	358.5	\$ 82.46	\$ 207.93	\$ 312.00	\$ -	\$ 103.20	\$ 645.30	\$ 1,350.89
	AM Regular Ed, TPS OoS	2018A	5	0	0	1.3	0	22.7	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		2023A	5	0	0	1.3	0	23.4	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		2023A2	5	0	0	0.6	0	11.2	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		4023B1	5	0	0	1	0	12.9	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		4020A	5	0	0	1.6	0	28.9	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Afternoon																
	PM Regular Ed, Tiered	2003I	3	12	0	1	12	18.3	219.6	\$ 50.51	\$ 127.37	\$ 192.00	\$ -	\$ 82.56	\$ 395.28	\$ 847.72
		2008I	3	12	0	0.9	10.8	13.3	159.6	\$ 36.71	\$ 92.57	\$ 192.00	\$ -	\$ 82.56	\$ 287.28	\$ 691.12
		3004I	3	12	0	1.2	14.4	19.2	230.4	\$ 52.99	\$ 133.63	\$ 230.40	\$ -	\$ 82.56	\$ 414.72	\$ 914.30
		4020I	3	12	0	1	12	18.6	223.2	\$ 51.34	\$ 129.46	\$ 192.00	\$ -	\$ 82.56	\$ 401.76	\$ 857.11
		4022I	3	12	0	0.7	8.4	8.7	104.4	\$ 24.01	\$ 60.55	\$ 192.00	\$ -	\$ 82.56	\$ 187.92	\$ 547.04
		4023I	3	12	0	0.7	8.4	8.3	99.6	\$ 22.91	\$ 57.77	\$ 192.00	\$ -	\$ 82.56	\$ 179.28	\$ 534.52
	PM Regular Ed, Standalone	2003I	4	3	0	1.3	3.9	20.6	61.8	\$ 14.21	\$ 35.84	\$ 96.00	\$ -	\$ 30.96	\$ 111.24	\$ 288.26
		2008I	4	3	0	1.2	3.6	15.6	46.8	\$ 10.76	\$ 27.14	\$ 96.00	\$ -	\$ 30.96	\$ 84.24	\$ 249.11
		3004I	4	3	0	1.5	4.5	29.1	87.3	\$ 20.08	\$ 50.63	\$ 96.00	\$ -	\$ 30.96	\$ 157.14	\$ 354.81
		4020I	4	3	0	1.3	3.9	23.6	70.8	\$ 16.28	\$ 41.06	\$ 96.00	\$ -	\$ 30.96	\$ 127.44	\$ 311.75
		4022I	4	3	0	1	3	13.7	41.1	\$ 9.45	\$ 23.84	\$ 96.00	\$ -	\$ 30.96	\$ 73.98	\$ 234.23
		4023I	4	3	0	0.9	2.7	13.3	39.9	\$ 9.18	\$ 23.14	\$ 96.00	\$ -	\$ 30.96	\$ 71.82	\$ 231.10
	PM Regular Ed, TPS OoS	2003I	5	0	0	1.3	0	20.6	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		2008I	5	0	0	1.2	0	15.6	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		3004I	5	0	0	1.5	0	29.1	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		4020I	5	0	0	1.3	0	23.6	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		4022I	5	0	0	1	0	13.7	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		4023I	5	0	0	0.9	0	13.3	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Dec 01 – Dec 31	Route	Svc Lvl	Days	Assists	Hours	Subtotal	Miles	Subtotal	Fuel	Maint.	D&S Labor	Asst Labor	Admin	Fixed Costs	\$ 11,305.63
Morning																
	AM Regular Ed, Tiered	2018A	3	15	0	1.1	16.5	20.4	306.0	\$ 70.38	\$ 177.48	\$ 264.00	\$ -	\$ 103.20	\$ 550.80	\$ 1,165.86
		2023A	3	15	0	1.1	16.5	21.1	316.5	\$ 72.80	\$ 183.57	\$ 264.00	\$ -	\$ 103.20	\$ 569.70	\$ 1,193.27
		2023A2	3	15	0	0.4	6	8.9	133.5	\$ 30.71	\$ 77.43	\$ 240.00	\$ -	\$ 103.20	\$ 240.30	\$ 691.64
		4023B1	3	15	0	0.7	10.5	7.9	118.5	\$ 27.26	\$ 68.73	\$ 240.00	\$ -	\$ 103.20	\$ 213.30	\$ 652.49
		4020A	3	15	0	1.3	19.5	23.9	358.5	\$ 82.46	\$ 207.93	\$ 312.00	\$ -	\$ 103.20	\$ 645.30	\$ 1,350.89
	AM Regular Ed, TPS OoS	2018A	4	0	0	1.3	0	22.7	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		2023A	4	0	0	1.3	0	23.4	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		2023A2	4	0	0	0.6	0	11.2	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		4023B1	4	0	0	1	0	12.9	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		4020A	4	0	0	1.6	0	28.9	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Afternoon																
	PM Regular Ed, Tiered	2003I	3	11	0	1	11	18.3	201.3	\$ 46.30	\$ 116.75	\$ 176.00	\$ -	\$ 75.68	\$ 362.34	\$ 777.07
		2008I	3	11	0	0.9	9.9	13.3	146.3	\$ 33.65	\$ 84.85	\$ 176.00	\$ -	\$ 75.68	\$ 263.34	\$ 633.52
		3004I	3	11	0	1.2	13.2	19.2	211.2	\$ 48.58	\$ 122.50	\$ 211.20	\$ -	\$ 75.68	\$ 380.16	\$ 838.11

	4020I	3	11	0	1	11	18.6	204.6	\$ 47.06	\$ 118.67	\$ 176.00	\$ -	\$ 75.68	\$ 368.28	\$ 785.69
	4022I	3	11	0	0.7	7.7	8.7	95.7	\$ 22.01	\$ 55.51	\$ 176.00	\$ -	\$ 75.68	\$ 172.26	\$ 501.46
	4023I	3	11	0	0.7	7.7	8.3	91.3	\$ 21.00	\$ 52.95	\$ 176.00	\$ -	\$ 75.68	\$ 164.34	\$ 489.97
PM Regular Ed, Standalone	2003I	4	4	0	1.3	5.2	20.6	82.4	\$ 18.95	\$ 47.79	\$ 128.00	\$ -	\$ 41.28	\$ 148.32	\$ 384.34
	2008I	4	4	0	1.2	4.8	15.6	62.4	\$ 14.35	\$ 36.19	\$ 128.00	\$ -	\$ 41.28	\$ 112.32	\$ 332.14
	3004I	4	4	0	1.5	6	29.1	116.4	\$ 26.77	\$ 67.51	\$ 128.00	\$ -	\$ 41.28	\$ 209.52	\$ 473.08
	4020I	4	4	0	1.3	5.2	23.6	94.4	\$ 21.71	\$ 54.75	\$ 128.00	\$ -	\$ 41.28	\$ 169.92	\$ 415.66
	4022I	4	4	0	1	4	13.7	54.8	\$ 12.60	\$ 31.78	\$ 128.00	\$ -	\$ 41.28	\$ 98.64	\$ 312.31
	4023I	4	4	0	0.9	3.6	13.3	53.2	\$ 12.24	\$ 30.86	\$ 128.00	\$ -	\$ 41.28	\$ 95.76	\$ 308.13
PM Regular Ed, TPS OoS	2003I	5	0	0	1.3	0	20.6	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	2008I	5	0	0	1.2	0	15.6	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	3004I	5	0	0	1.5	0	29.1	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4020I	5	0	0	1.3	0	23.6	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4022I	5	0	0	1	0	13.7	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4023I	5	0	0	0.9	0	13.3	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Spring 2021																	\$ 73,616.55		
6	Jan 01	–	Jan 31	Route	Svc Lvl	Days	Assists	Hours	Subtotal	Miles	Subtotal	Fuel	Maint.	D&S Labor	Asst Labor	Admin	Fixed Costs	\$ 12,022.92	
Morning																			
AM Regular Ed, Tiered				2018A	3	16	0	1.1	17.6	20.4	326.4	\$ 75.07	\$ 189.31	\$ 281.60	\$ -	\$ 110.08	\$ 587.52	\$ 1,243.58	
				2023A	3	16	0	1.3	20.8	21.1	337.6	\$ 77.65	\$ 195.81	\$ 332.80	\$ -	\$ 110.08	\$ 607.68	\$ 1,324.02	
				2023A2	3	16	0	1.3	20.8	8.9	142.4	\$ 32.75	\$ 82.59	\$ 332.80	\$ -	\$ 110.08	\$ 256.32	\$ 814.54	
				4023B1	3	16	0	1.3	20.8	7.9	126.4	\$ 29.07	\$ 73.31	\$ 332.80	\$ -	\$ 110.08	\$ 227.52	\$ 772.78	
				4020A	3	16	0	1.3	20.8	23.9	382.4	\$ 87.95	\$ 221.79	\$ 332.80	\$ -	\$ 110.08	\$ 688.32	\$ 1,440.94	
AM Regular Ed, TPS OoS				2018A	5	0	0	1.3	0	22.7	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				2023A	5	0	0	1.6	0	23.4	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				2023A2	5	0	0	0	0	11.2	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				4023B1	5	0	0	1	0	12.9	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				4020A	5	0	0	0	0	28.9	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Afternoon																			
PM Regular Ed, Tiered				2003I	3	13	0	1	13	18.3	237.9	\$ 54.72	\$ 137.98	\$ 208.00	\$ -	\$ 89.44	\$ 428.22	\$ 918.36	
				2008I	3	13	0	0.9	11.7	13.3	172.9	\$ 39.77	\$ 100.28	\$ 208.00	\$ -	\$ 89.44	\$ 311.22	\$ 748.71	
				3004I	3	13	0	1.2	15.6	19.2	249.6	\$ 57.41	\$ 144.77	\$ 249.60	\$ -	\$ 89.44	\$ 449.28	\$ 990.50	
				4020I	3	13	0	1	13	18.6	241.8	\$ 55.61	\$ 140.24	\$ 208.00	\$ -	\$ 89.44	\$ 435.24	\$ 928.54	
				4022I	3	13	0	0.7	9.1	8.7	113.1	\$ 26.01	\$ 65.60	\$ 208.00	\$ -	\$ 89.44	\$ 203.58	\$ 592.63	
				4023I	3	13	0	0.7	9.1	8.3	107.9	\$ 24.82	\$ 62.58	\$ 208.00	\$ -	\$ 89.44	\$ 194.22	\$ 579.06	
PM Regular Ed, Standalone				2003I	4	3	0	1.3	3.9	20.6	61.8	\$ 14.21	\$ 35.84	\$ 96.00	\$ -	\$ 30.96	\$ 111.24	\$ 288.26	
				2008I	4	3	0	1.2	3.6	15.6	46.8	\$ 10.76	\$ 27.14	\$ 96.00	\$ -	\$ 30.96	\$ 84.24	\$ 249.11	
				3004I	4	3	0	1.5	4.5	29.1	87.3	\$ 20.08	\$ 50.63	\$ 96.00	\$ -	\$ 30.96	\$ 157.14	\$ 354.81	
				4020I	4	3	0	1.3	3.9	23.6	70.8	\$ 16.28	\$ 41.06	\$ 96.00	\$ -	\$ 30.96	\$ 127.44	\$ 311.75	
				4022I	4	3	0	1	3	13.7	41.1	\$ 9.45	\$ 23.84	\$ 96.00	\$ -	\$ 30.96	\$ 73.98	\$ 234.23	
				4023I	4	3	0	0.9	2.7	13.3	39.9	\$ 9.18	\$ 23.14	\$ 96.00	\$ -	\$ 30.96	\$ 71.82	\$ 231.10	
PM Regular Ed, TPS OoS				2003I	5	0	0	1.3	0	20.6	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				3004I	5	0	0	1.2	0	15.6	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				4020I	5	0	0	1.5	0	29.1	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				4022I	5	0	0	1.3	0	23.6	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				4023I	5	0	0	1	0	13.7	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				4023I	5	0	0	0.9	0	13.3	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7	Feb 01	–	Feb 28	Route	Svc Lvl	Days	Assists	Hours	Subtotal	Miles	Subtotal	Fuel	Maint.	D&S Labor	Asst Labor	Admin	Fixed Costs	\$ 13,883.56	
Morning																			
AM Regular Ed, Tiered				2018A	3	17	0	1.1	18.7	20.4	346.8	\$ 79.76	\$ 201.14	\$ 299.20	\$ -	\$ 116.96	\$ 624.24	\$ 1,321.31	
				2023A	3	17	0	1.3	22.1	21.1	358.7	\$ 82.50	\$ 208.05	\$ 353.60	\$ -	\$ 116.96	\$ 645.66	\$ 1,406.77	
				2023A2	3	17	0	1.3	22.1	8.9	151.3	\$ 34.80	\$ 87.75	\$ 353.60	\$ -	\$ 116.96	\$ 272.34	\$ 865.45	
				4023B1	3	17	0	1.3	22.1	7.9	134.3	\$ 30.89	\$ 77.89	\$ 353.60	\$ -	\$ 116.96	\$ 241.74	\$ 821.08	
				4020A	3	17	0	1.3	22.1	23.9	406.3	\$ 93.45	\$ 235.65	\$ 353.60	\$ -	\$ 116.96	\$ 731.34	\$ 1,531.00	
AM Regular Ed, TPS OoS				2018A	4	1	0	1.3	1.3	22.7	22.7	\$ 5.22	\$ 13.17	\$ 32.00	\$ -	\$ 10.32	\$ 40.86	\$ 101.57	
				2023A	4	1	0	1.6	1.6	23.4	23.4	\$ 5.38	\$ 13.57	\$ 33.60	\$ -	\$ 10.32	\$ 42.12	\$ 104.99	
				2023A2	4	1	0	0	0	11.2	11.2	\$ 2.58	\$ 6.50	\$ 32.00	\$ -	\$ 10.32	\$ 20.16	\$ 71.55	
				4023B1	4	1	0	1	1	12.9	12.9	\$ 2.97	\$ 7.48	\$ 32.00	\$ -	\$ 10.32	\$ 23.22	\$ 75.99	
				4020A	4	1	0	0	0	28.9	28.9	\$ 6.65	\$ 16.76	\$ 32.00	\$ -	\$ 10.32	\$ 52.02	\$ 117.75	
Afternoon																			
PM Regular Ed, Tiered				2003I	3	14	0	1	14	18.3	256.2	\$ 58.93	\$ 148.60	\$ 224.00	\$ -	\$ 96.32	\$ 461.16	\$ 989.00	
				2008I	3	14	0	0.9	12.6	13.3	186.2	\$ 42.83	\$ 108.00	\$ 224.00	\$ -	\$ 96.32	\$ 335.16	\$ 806.30	

	3004I	3	14	0	1.2	16.8	19.2	268.8	\$ 61.82	\$ 155.90	\$ 268.80	\$ -	\$ 96.32	\$ 483.84	\$ 1,066.69
	4020I	3	14	0	1	14	18.6	260.4	\$ 59.89	\$ 151.03	\$ 224.00	\$ -	\$ 96.32	\$ 468.72	\$ 999.96
	4022I	3	14	0	0.7	9.8	8.7	121.8	\$ 28.01	\$ 70.64	\$ 224.00	\$ -	\$ 96.32	\$ 219.24	\$ 638.22
	4023I	3	14	0	0.7	9.8	8.3	116.2	\$ 26.73	\$ 67.40	\$ 224.00	\$ -	\$ 96.32	\$ 209.16	\$ 623.60
PM Regular Ed, Standalone	2003I	4	3	0	1.3	3.9	20.6	61.8	\$ 14.21	\$ 35.84	\$ 96.00	\$ -	\$ 30.96	\$ 111.24	\$ 288.26
	2008I	4	3	0	1.2	3.6	15.6	46.8	\$ 10.76	\$ 27.14	\$ 96.00	\$ -	\$ 30.96	\$ 84.24	\$ 249.11
	3004I	4	3	0	1.5	4.5	29.1	87.3	\$ 20.08	\$ 50.63	\$ 96.00	\$ -	\$ 30.96	\$ 157.14	\$ 354.81
	4020I	4	3	0	1.3	3.9	23.6	70.8	\$ 16.28	\$ 41.06	\$ 96.00	\$ -	\$ 30.96	\$ 127.44	\$ 311.75
	4022I	4	3	0	1	3	13.7	41.1	\$ 9.45	\$ 23.84	\$ 96.00	\$ -	\$ 30.96	\$ 73.98	\$ 234.23
	4023I	4	3	0	0.9	2.7	13.3	39.9	\$ 9.18	\$ 23.14	\$ 96.00	\$ -	\$ 30.96	\$ 71.82	\$ 231.10
PM Regular Ed, TPS OoS	2003I	5	1	0	1.3	1.3	20.6	20.6	\$ 4.74	\$ 11.95	\$ 48.00	\$ -	\$ 13.76	\$ 37.08	\$ 115.53
	3004I	5	1	0	1.2	1.2	15.6	15.6	\$ 3.59	\$ 9.05	\$ 48.00	\$ -	\$ 13.76	\$ 28.08	\$ 102.48
	4020I	5	1	0	1.5	1.5	29.1	29.1	\$ 6.69	\$ 16.88	\$ 48.00	\$ -	\$ 13.76	\$ 52.38	\$ 137.71
	4022I	5	1	0	1.3	1.3	23.6	23.6	\$ 5.43	\$ 13.69	\$ 48.00	\$ -	\$ 13.76	\$ 42.48	\$ 123.36
	4023I	5	1	0	1	1	13.7	13.7	\$ 3.15	\$ 7.95	\$ 48.00	\$ -	\$ 13.76	\$ 24.66	\$ 97.52
	4023I	5	1	0	0.9	0.9	13.3	13.3	\$ 3.06	\$ 7.71	\$ 48.00	\$ -	\$ 13.76	\$ 23.94	\$ 96.47
8 Mar 01 – Mar 31	Route	Svc Lvl	Days	Assists	Hours	Subtotal	Miles	Subtotal	Fuel	Maint.	D&S Labor	Asst Labor	Admin	Fixed Costs	\$ 12,022.92
Morning															
AM Regular Ed, Tiered	2018A	3	16	0	1.1	17.6	20.4	326.4	\$ 75.07	\$ 189.31	\$ 281.60	\$ -	\$ 110.08	\$ 587.52	\$ 1,243.58
	2023A	3	16	0	1.3	20.8	21.1	337.6	\$ 77.65	\$ 195.81	\$ 332.80	\$ -	\$ 110.08	\$ 607.68	\$ 1,324.02
	2023A2	3	16	0	1.3	20.8	8.9	142.4	\$ 32.75	\$ 82.59	\$ 332.80	\$ -	\$ 110.08	\$ 256.32	\$ 814.54
	4023B1	3	16	0	1.3	20.8	7.9	126.4	\$ 29.07	\$ 73.31	\$ 332.80	\$ -	\$ 110.08	\$ 227.52	\$ 772.78
	4020A	3	16	0	1.3	20.8	23.9	382.4	\$ 87.95	\$ 221.79	\$ 332.80	\$ -	\$ 110.08	\$ 688.32	\$ 1,440.94
AM Regular Ed, TPS OoS	2018A	5	0	0	1.3	0	22.7	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	2023A	5	0	0	1.6	0	23.4	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	2023A2	5	0	0	0	0	11.2	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4023B1	5	0	0	1	0	12.9	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4020A	5	0	0	0	0	28.9	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Afternoon															
PM Regular Ed, Tiered	2003I	3	13	0	1	13	18.3	237.9	\$ 54.72	\$ 137.98	\$ 208.00	\$ -	\$ 89.44	\$ 428.22	\$ 918.36
	2008I	3	13	0	0.9	11.7	13.3	172.9	\$ 39.77	\$ 100.28	\$ 208.00	\$ -	\$ 89.44	\$ 311.22	\$ 748.71
	3004I	3	13	0	1.2	15.6	19.2	249.6	\$ 57.41	\$ 144.77	\$ 249.60	\$ -	\$ 89.44	\$ 449.28	\$ 990.50
	4020I	3	13	0	1	13	18.6	241.8	\$ 55.61	\$ 140.24	\$ 208.00	\$ -	\$ 89.44	\$ 435.24	\$ 928.54
	4022I	3	13	0	0.7	9.1	8.7	113.1	\$ 26.01	\$ 65.60	\$ 208.00	\$ -	\$ 89.44	\$ 203.58	\$ 592.63
	4023I	3	13	0	0.7	9.1	8.3	107.9	\$ 24.82	\$ 62.58	\$ 208.00	\$ -	\$ 89.44	\$ 194.22	\$ 579.06
PM Regular Ed, Standalone	2003I	4	3	0	1.3	3.9	20.6	61.8	\$ 14.21	\$ 35.84	\$ 96.00	\$ -	\$ 30.96	\$ 111.24	\$ 288.26
	2008I	4	3	0	1.2	3.6	15.6	46.8	\$ 10.76	\$ 27.14	\$ 96.00	\$ -	\$ 30.96	\$ 84.24	\$ 249.11
	3004I	4	3	0	1.5	4.5	29.1	87.3	\$ 20.08	\$ 50.63	\$ 96.00	\$ -	\$ 30.96	\$ 157.14	\$ 354.81
	4020I	4	3	0	1.3	3.9	23.6	70.8	\$ 16.28	\$ 41.06	\$ 96.00	\$ -	\$ 30.96	\$ 127.44	\$ 311.75
	4022I	4	3	0	1	3	13.7	41.1	\$ 9.45	\$ 23.84	\$ 96.00	\$ -	\$ 30.96	\$ 73.98	\$ 234.23
	4023I	4	3	0	0.9	2.7	13.3	39.9	\$ 9.18	\$ 23.14	\$ 96.00	\$ -	\$ 30.96	\$ 71.82	\$ 231.10
PM Regular Ed, TPS OoS	2003I	5	0	0	1.3	0	20.6	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	3004I	5	0	0	1.2	0	15.6	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4020I	5	0	0	1.5	0	29.1	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4022I	5	0	0	1.3	0	23.6	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4023I	5	0	0	1	0	13.7	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4023I	5	0	0	0.9	0	13.3	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

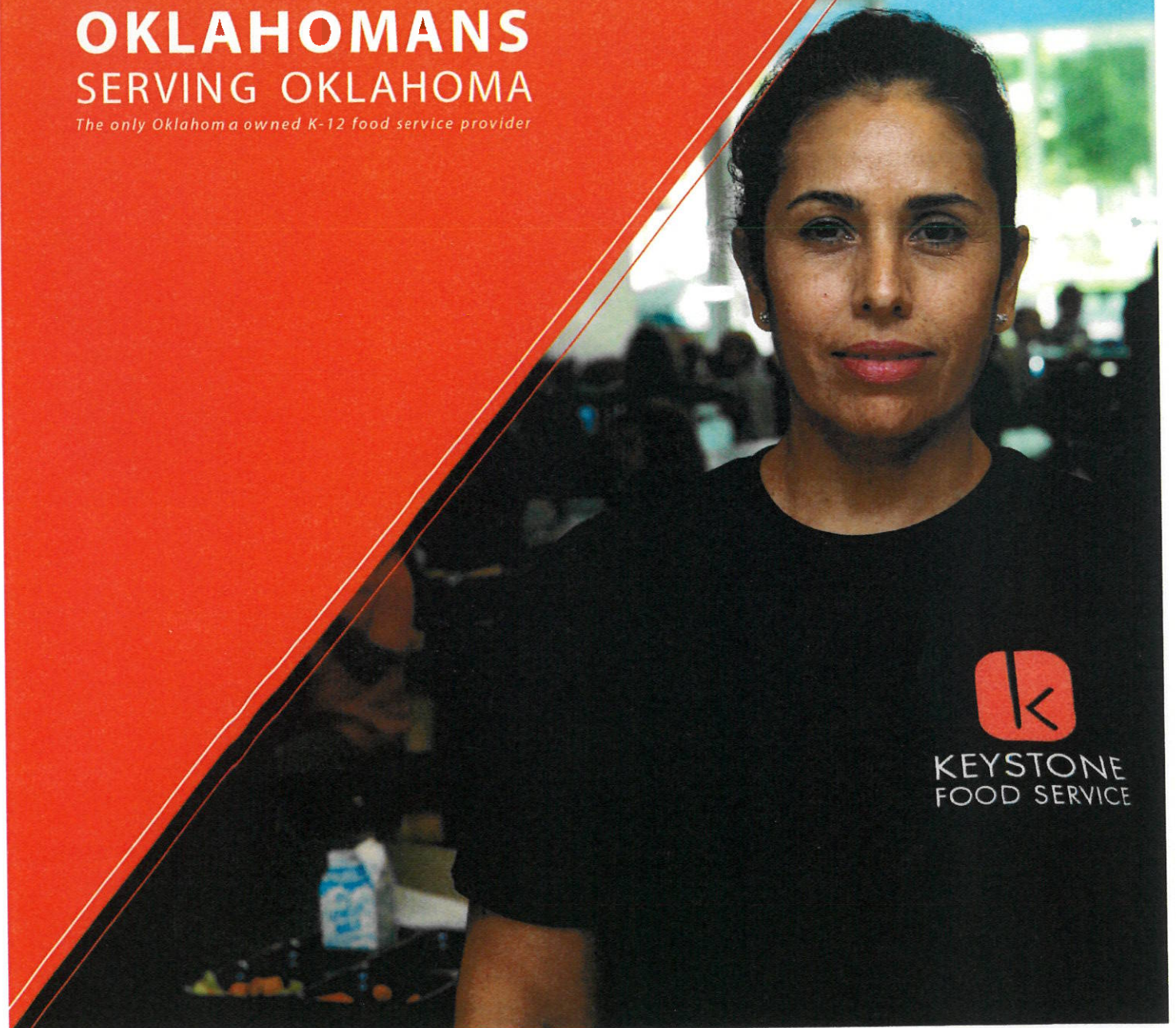


9	Apr 01 – Apr 30	Route	Svc Lvl	Days	Assists	Hours	Subtotal	Miles	Subtotal	Fuel	Maint.	D&S Labor	Asst Labor	Admin	Fixed Costs	\$ 16,221.17
Morning																
	AM Regular Ed, Tiered	2018A	3	20	0	1.1	22	20.4	408.0	\$ 93.84	\$ 236.64	\$ 352.00	\$ -	\$ 137.60	\$ 734.40	\$ 1,554.48
		2023A	3	20	0	1.3	26	21.1	422.0	\$ 97.06	\$ 244.76	\$ 416.00	\$ -	\$ 137.60	\$ 759.60	\$ 1,655.02
		2023A2	3	20	0	1.3	26	8.9	178.0	\$ 40.94	\$ 103.24	\$ 416.00	\$ -	\$ 137.60	\$ 320.40	\$ 1,018.18
		4023B1	3	20	0	1.3	26	7.9	158.0	\$ 36.34	\$ 91.64	\$ 416.00	\$ -	\$ 137.60	\$ 284.40	\$ 965.98
		4020A	3	20	0	1.3	26	23.9	478.0	\$ 109.94	\$ 277.24	\$ 416.00	\$ -	\$ 137.60	\$ 860.40	\$ 1,801.18
	AM Regular Ed, TPS OoS	2018A	4	1	0	1.3	1.3	22.7	22.7	\$ 5.22	\$ 13.17	\$ 32.00	\$ -	\$ 10.32	\$ 40.86	\$ 101.57
		2023A	4	1	0	1.6	1.6	23.4	23.4	\$ 5.38	\$ 13.57	\$ 33.60	\$ -	\$ 10.32	\$ 42.12	\$ 104.99
		2023A2	4	1	0	0	0	11.2	11.2	\$ 2.58	\$ 6.50	\$ 32.00	\$ -	\$ 10.32	\$ 20.16	\$ 71.55
		4023B1	4	1	0	1	1	12.9	12.9	\$ 2.97	\$ 7.48	\$ 32.00	\$ -	\$ 10.32	\$ 23.22	\$ 75.99
		4020A	4	1	0	0	0	28.9	28.9	\$ 6.65	\$ 16.76	\$ 32.00	\$ -	\$ 10.32	\$ 52.02	\$ 117.75
Afternoon																
	PM Regular Ed, Tiered	2003I	3	16	0	1	16	18.3	292.8	\$ 67.34	\$ 169.82	\$ 256.00	\$ -	\$ 110.08	\$ 527.04	\$ 1,130.29
		2008I	3	16	0	0.9	14.4	13.3	212.8	\$ 48.94	\$ 123.42	\$ 256.00	\$ -	\$ 110.08	\$ 383.04	\$ 921.49
		3004I	3	16	0	1.2	19.2	19.2	307.2	\$ 70.66	\$ 178.18	\$ 307.20	\$ -	\$ 110.08	\$ 552.96	\$ 1,219.07
		4020I	3	16	0	1	16	18.6	297.6	\$ 68.45	\$ 172.61	\$ 256.00	\$ -	\$ 110.08	\$ 535.68	\$ 1,142.82
		4022I	3	16	0	0.7	11.2	8.7	139.2	\$ 32.02	\$ 80.74	\$ 256.00	\$ -	\$ 110.08	\$ 250.56	\$ 729.39
		4023I	3	16	0	0.7	11.2	8.3	132.8	\$ 30.54	\$ 77.02	\$ 256.00	\$ -	\$ 110.08	\$ 239.04	\$ 712.69
	PM Regular Ed, Standalone	2003I	4	4	0	1.3	5.2	20.6	82.4	\$ 18.95	\$ 47.79	\$ 128.00	\$ -	\$ 41.28	\$ 148.32	\$ 384.34
		2008I	4	4	0	1.2	4.8	15.6	62.4	\$ 14.35	\$ 36.19	\$ 128.00	\$ -	\$ 41.28	\$ 112.32	\$ 332.14
		3004I	4	4	0	1.5	6	29.1	116.4	\$ 26.77	\$ 67.51	\$ 128.00	\$ -	\$ 41.28	\$ 209.52	\$ 473.08
		4020I	4	4	0	1.3	5.2	23.6	94.4	\$ 21.71	\$ 54.75	\$ 128.00	\$ -	\$ 41.28	\$ 169.92	\$ 415.66
		4022I	4	4	0	1	4	13.7	54.8	\$ 12.60	\$ 31.78	\$ 128.00	\$ -	\$ 41.28	\$ 98.64	\$ 312.31
		4023I	4	4	0	0.9	3.6	13.3	53.2	\$ 12.24	\$ 30.86	\$ 128.00	\$ -	\$ 41.28	\$ 95.76	\$ 308.13
	PM Regular Ed, TPS OoS	2003I	5	1	0	1.3	1.3	20.6	20.6	\$ 4.74	\$ 11.95	\$ 48.00	\$ -	\$ 13.76	\$ 37.08	\$ 115.53
		3004I	5	1	0	1.2	1.2	15.6	15.6	\$ 3.59	\$ 9.05	\$ 48.00	\$ -	\$ 13.76	\$ 28.08	\$ 102.48
		4020I	5	1	0	1.5	1.5	29.1	29.1	\$ 6.69	\$ 16.88	\$ 48.00	\$ -	\$ 13.76	\$ 52.38	\$ 137.71
		4022I	5	1	0	1.3	1.3	23.6	23.6	\$ 5.43	\$ 13.69	\$ 48.00	\$ -	\$ 13.76	\$ 42.48	\$ 123.36
		4023I	5	1	0	1	1	13.7	13.7	\$ 3.15	\$ 7.95	\$ 48.00	\$ -	\$ 13.76	\$ 24.66	\$ 97.52
		4023I	5	1	0	0.9	0.9	13.3	13.3	\$ 3.06	\$ 7.71	\$ 48.00	\$ -	\$ 13.76	\$ 23.94	\$ 96.47
10	May 01 – May 31	Route	Svc Lvl	Days	Assists	Hours	Subtotal	Miles	Subtotal	Fuel	Maint.	D&S Labor	Asst Labor	Admin	Fixed Costs	\$ 19,465.98
Morning																
	AM Regular Ed, Tiered	2018A	3	16	0	1.1	17.6	20.4	326.4	\$ 75.07	\$ 189.31	\$ 281.60	\$ -	\$ 110.08	\$ 587.52	\$ 1,243.58
		2023A	3	16	0	1.3	20.8	21.1	337.6	\$ 77.65	\$ 195.81	\$ 332.80	\$ -	\$ 110.08	\$ 607.68	\$ 1,324.02
		2023A2	3	16	0	1.3	20.8	8.9	142.4	\$ 32.75	\$ 82.59	\$ 332.80	\$ -	\$ 110.08	\$ 256.32	\$ 814.54
		4023B1	3	16	0	1.3	20.8	7.9	126.4	\$ 29.07	\$ 73.31	\$ 332.80	\$ -	\$ 110.08	\$ 227.52	\$ 772.78
		4020A	3	16	0	1.3	20.8	23.9	382.4	\$ 87.95	\$ 221.79	\$ 332.80	\$ -	\$ 110.08	\$ 688.32	\$ 1,440.94
	AM Regular Ed, TPS OoS	2018A	5	6	0	1.3	7.8	22.7	136.2	\$ 31.33	\$ 79.00	\$ 288.00	\$ -	\$ 82.56	\$ 245.16	\$ 726.04
		2023A	5	6	0	1.6	9.6	23.4	140.4	\$ 32.29	\$ 81.43	\$ 288.00	\$ -	\$ 82.56	\$ 252.72	\$ 737.00
		2023A2	5	6	0	0	0	11.2	67.2	\$ 15.46	\$ 38.98	\$ 288.00	\$ -	\$ 82.56	\$ 120.96	\$ 545.95
		4023B1	5	6	0	1	6	12.9	77.4	\$ 17.80	\$ 44.89	\$ 288.00	\$ -	\$ 82.56	\$ 139.32	\$ 572.57
		4020A	5	6	0	0	0	28.9	173.4	\$ 39.88	\$ 100.57	\$ 288.00	\$ -	\$ 82.56	\$ 312.12	\$ 823.13
Afternoon																
	PM Regular Ed, Tiered	2003I	3	13	0	1	13	18.3	237.9	\$ 54.72	\$ 137.98	\$ 208.00	\$ -	\$ 89.44	\$ 428.22	\$ 918.36
		2008I	3	13	0	0.9	11.7	13.3	172.9	\$ 39.77	\$ 100.28	\$ 208.00	\$ -	\$ 89.44	\$ 311.22	\$ 748.71
		3004I	3	13	0	1.2	15.6	19.2	249.6	\$ 57.41	\$ 144.77	\$ 249.60	\$ -	\$ 89.44	\$ 449.28	\$ 990.50

	4020I	3	13	0	1	13	18.6	241.8	\$ 55.61	\$ 140.24	\$ 208.00	\$ -	\$ 89.44	\$ 435.24	\$ 928.54
	4022I	3	13	0	0.7	9.1	8.7	113.1	\$ 26.01	\$ 65.60	\$ 208.00	\$ -	\$ 89.44	\$ 203.58	\$ 592.63
	4023I	3	13	0	0.7	9.1	8.3	107.9	\$ 24.82	\$ 62.58	\$ 208.00	\$ -	\$ 89.44	\$ 194.22	\$ 579.06
PM Regular Ed, Standalone	2003I	4	3	0	1.3	3.9	20.6	61.8	\$ 14.21	\$ 35.84	\$ 96.00	\$ -	\$ 30.96	\$ 111.24	\$ 288.26
	2008I	4	3	0	1.2	3.6	15.6	46.8	\$ 10.76	\$ 27.14	\$ 96.00	\$ -	\$ 30.96	\$ 84.24	\$ 249.11
	3004I	4	3	0	1.5	4.5	29.1	87.3	\$ 20.08	\$ 50.63	\$ 96.00	\$ -	\$ 30.96	\$ 157.14	\$ 354.81
	4020I	4	3	0	1.3	3.9	23.6	70.8	\$ 16.28	\$ 41.06	\$ 96.00	\$ -	\$ 30.96	\$ 127.44	\$ 311.75
	4022I	4	3	0	1	3	13.7	41.1	\$ 9.45	\$ 23.84	\$ 96.00	\$ -	\$ 30.96	\$ 73.98	\$ 234.23
	4023I	4	3	0	0.9	2.7	13.3	39.9	\$ 9.18	\$ 23.14	\$ 96.00	\$ -	\$ 30.96	\$ 71.82	\$ 231.10
PM Regular Ed, TPS OoS	2003I	5	6	0	1.3	7.8	20.6	123.6	\$ 28.43	\$ 71.69	\$ 288.00	\$ -	\$ 82.56	\$ 222.48	\$ 693.16
	3004I	5	6	0	1.2	7.2	15.6	93.6	\$ 21.53	\$ 54.29	\$ 288.00	\$ -	\$ 82.56	\$ 168.48	\$ 614.86
	4020I	5	6	0	1.5	9	29.1	174.6	\$ 40.16	\$ 101.27	\$ 288.00	\$ -	\$ 82.56	\$ 314.28	\$ 826.27
	4022I	5	6	0	1.3	7.8	23.6	141.6	\$ 32.57	\$ 82.13	\$ 288.00	\$ -	\$ 82.56	\$ 254.88	\$ 740.14
	4023I	5	6	0	1	6	13.7	82.2	\$ 18.91	\$ 47.68	\$ 288.00	\$ -	\$ 82.56	\$ 147.96	\$ 585.10
	4023I	5	6	0	0.9	5.4	13.3	79.8	\$ 18.35	\$ 46.28	\$ 288.00	\$ -	\$ 82.56	\$ 143.64	\$ 578.84
11 Jun 01 – Jun 30	Route	Svc Lvl	Days	Assists	Hours	Subtotal	Miles	Subtotal	Fuel	Maint.	D&S Labor	Asst Labor	Admin	Fixed Costs	\$ -
Morning															
AM Regular Ed, Tiered	2018A	3	0	0	1.1	0	20.4	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	2023A	3	0	0	1.3	0	21.1	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	2023A2	3	0	0	1.3	0	8.9	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4023B1	3	0	0	1.3	0	7.9	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4020A	3	0	0	1.3	0	23.9	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AM Regular Ed, TPS OoS	2018A	5	0	0	1.3	0	22.7	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	2023A	5	0	0	1.6	0	23.4	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	2023A2	5	0	0	0	0	11.2	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4023B1	5	0	0	1	0	12.9	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4020A	5	0	0	0	0	28.9	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Afternoon															
PM Regular Ed, Tiered	2003I	3	0	0	1	0	18.3	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	2008I	3	0	0	0.9	0	13.3	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	3004I	3	0	0	1.2	0	19.2	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4020I	3	0	0	1	0	18.6	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4022I	3	0	0	0.7	0	8.7	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4023I	3	0	0	0.7	0	8.3	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PM Regular Ed, Standalone	2003I	4	0	0	1.3	0	20.6	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	2008I	4	0	0	1.2	0	15.6	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	3004I	4	0	0	1.5	0	29.1	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4020I	4	0	0	1.3	0	23.6	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4022I	4	0	0	1	0	13.7	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4023I	4	0	0	0.9	0	13.3	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PM Regular Ed, TPS OoS	2003I	5	0	0	1.3	0	20.6	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	3004I	5	0	0	1.2	0	15.6	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4020I	5	0	0	1.5	0	29.1	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4022I	5	0	0	1.3	0	23.6	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4023I	5	0	0	1	0	13.7	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4023I	5	0	0	0.9	0	13.3	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# OKLAHOMANS SERVING OKLAHOMA

*The only Oklahoma owned K-12 food service provider*



KEYSTONE  
FOOD SERVICE

[www.keystonefoodservice.com](http://www.keystonefoodservice.com)





502 S Main Street, Stillwater, OK 74074  
(405) 564-0311 [keystonefoodservice.com](http://keystonefoodservice.com)

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To whom it may concern,

This document is strictly private, confidential and personal to its recipients and should not be copied, distributed or reproduced in whole or in part, nor passed to any third party.

A handwritten signature in black ink, appearing to read 'Josh Sanders', is written over a horizontal line.

Josh Sanders  
Keystone Food Service

P.O. Box 429  
Stillwater, OK 74074  
(405) 762-6354

July 20, 2020

Tulsa Honor Academy  
209 S. Lakewood  
Tulsa, OK 74112

Mrs. Yuen,

On behalf of our more than 500 employees in Oklahoma, I want to thank you for the opportunity to be a part of your community and bid on your Child Nutrition Program.

Keystone Food Service is a local Oklahoma food management company that specializes in serving PK-12 Schools. We have been successfully servicing our accounts since 1993, and have a history of operating fraternities and sororities for 25 years. The Greek business has recently been sold in order for Keystone Food Service to commit fully to serving PK-12 schools.

Keystone is comprised of six owners, spread throughout Oklahoma. Because of our structure, we are able to owner- manage accounts throughout the state. We are a company of passionate people who aren't bound by corporate regulations, which allows us to use techniques and ideas others shy away from.

Sincerely,



Josh Sanders  
Keystone Food Service

P.O. Box 429  
Stillwater, OK 74076  
(405) 564-0311



# EYSTONE FOOD SERVICE

## ~Key Considerations~

- Keystone Food Service is submitting a bid of **\$3.49** (option 1) or **\$3.41** (option 2) per Lunch Equivalency (LE= 1 Lunch or 2 Breakfasts or 3 Snacks) to Tulsa Honor Academy.  
(See Bid Explanation Sheet in the "Pricing" section of the bid binder)
- Keystone Food Service will staff your kitchen with up to four full time and two part time labor positions for the serving numbers. Should your meal service increase we will hire additional staff at no additional charge to your district.
- In Bid Option 1, Keystone Food Service proudly offers a full reimbursable meal line daily as well as a full salad bar provided as an extra with each meal. We believe that this provides students with the opportunity to complete their meal with healthy choices that they are able to select themselves, which increases consumption, meal enjoyment, and satisfaction.
- Keystone Food Service will credit your district for commodities, **dollar for dollar**, each time they are delivered on site as a credit on the next months' invoice. **This is the only allowable crediting format** defined by the state of Oklahoma, and it's the most accurate way to ensure you are receiving the proper compensation for your commodity foods. This lowers your overall meal pricing and provides more value for your district.
- Keystone Food Service provides yearly staff training required for our cafeteria staff. Our three Registered Dietitians, as well as our VP of operations and Chief Operating Officer are on our staff training development team, which is reflected in the relevant and necessary training programs we provide.
- When it is time for your Oklahoma Child Nutrition Administrative Review, our team of Registered Dietitians and our Regional and Account Managers will work diligently to aid you in preparation for the review, as well as provide support on site during the review. The information compilation of items requested by the state from the kitchen falls to us, not you. We believe in our methods and training and are very successful in completing reviews with zero deficiencies found in the cafeteria.
- We provide many opportunities throughout the year for you to highlight your school food program, including the potential for special meals on Halloween, Thanksgiving, Christmas, and Cinco de Mayo, as well as celebrations of National School Lunch Week and many local events like sports playoff game meals.
- All paper and janitorial products that are required for service in your kitchen, including paper and plastic ware and general cleaning supplies, are included in our pricing and are **never** an extra charge for your district.

# Local

*The only Oklahoma-owned K-12 food service provider*

We are Oklahomans, serving Oklahoma. Thank you for the opportunity to tell our story and become a member of your team to provide quality-focused customer service to your friends, families and school district.

Keystone Food Service is a local Oklahoma food management company that specializes in serving public schools.

Our history in the food service industry began at the higher education level, serving fraternities and sororities for 25 years.

Our full commitment to serving public schools started in 2016, when we sold our Greek division. During that time we were working with both public schools and higher education, however we wanted our primary focus to be serving children and young adults in K-12 schools throughout the area.

We used the proceeds of the sale to start Keystone Supply, located in Shawnee. This important move allowed us to provide our customers the best pricing possible by purchasing and distributing supplies ourselves.

Keystone is comprised of six owners, spread throughout Oklahoma. Because of our structure, we are able to owner-manage accounts throughout the state.

We are a company of passionate people who aren't bound by corporate regulations, which allows us to use techniques and ideas others shy away from.

From all of our 500 employees, we thank you again for this opportunity. We hope you can get an understanding about our commitment, passion and experience serving Oklahomans.

Sincerely,

Keystone Food Service



KEYSTONE  
FOOD SERVICE

1993

Keystone Food Service opened its doors serving Greek organizations at Oklahoma State University and the University of Oklahoma.

2011

Keystone serves its first meal at an Oklahoma Public School.

2016

Keystone sells Greek division and shifts commitment to serving only public schools.

Launches **Kids with Courage** program highlighting students who show courage, bravery, kindness and inspiration to their peers.

2017

Keystone launches **Keystone Supply**, a distribution company located in Shawnee, Oklahoma.

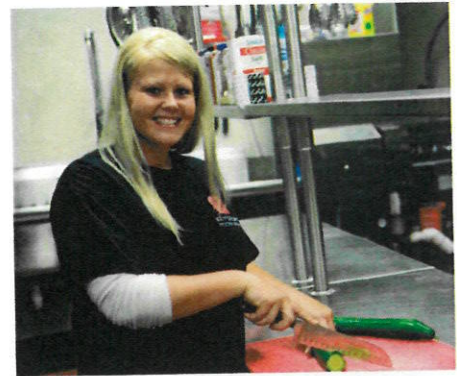
2018

Keystone creates scholarship program awarding \$1,000 scholarship to college bound seniors across the state.



# ABOUT US

**Fresh and family-owned**, Keystone Food Service has been Oklahoma's premier food management company since 1993. Our philosophy is simple: we provide food our customers love at a price they can afford. We do this by buying fresh foods in bulk and refusing to cut corners in our preparation. We bake our own chicken, and roll our own enchiladas, ensuring maximum taste and freshness. We don't thaw and reheat. We cook, and our customers love the Keystone difference.



## *Local • delicious • seamless*

"The partnership between Oilton Public Schools and Keystone Food Service has been win/win for the district and students. Keystone provides quality meals for our students while increasing student participation in our child nutrition program. Keystone Food Service not only provides quality food services and employees but supports the schools and communities they serve. I highly recommend Keystone Food Service to any school district in the state that is considering their services."

Dr. Matt Posey, Superintendent  
Oilton Public Schools

[www.keystonefoodservice.com](http://www.keystonefoodservice.com)





## Grandmother standard

Each and every time.

- We will prepare our food as if preparing for our grandchildren, taking time, tasting it, simmering it and caring about it.
- Every person we interact with at work is our customer. Our responsibility is to treat our customers as our own grandchildren.
- When I enter the doors of work, I will make my work a priority, focusing on being accurate, safe and clean. My focus on work will mimic my grandmother's focus on me.
- We will treat our co-workers as our grandmothers treated us.
- We will take time to make our customers feel special daily.



*Our grandmother, Roberta, knew how to make everyone feel special. She prepared and presented her food with care.*

## ALWAYS

These five important standards are always on our mind.

1. Our food must always taste great.
2. Our food must always be ready on time.
3. We must always serve with a smile.
4. The serving lines must always move fast.
5. We must always have enough food.

## Question & Answer Format

Upfront, clear and concise – that is our approach to responding to your request. We want to make sure you see our passion and get a better understanding of our approach to making your Nutritional Program a success.

Keystone Food Service's approach to the RFP is to provide a question and answer format to present the Tulsa Honor Academy Board and Administration a clear presentation of the information requested.

After reviewing your RFP there is not anything requested by Tulsa Honor Academy that we cannot meet or exceed.

## Major Features of our Proposal

As indicated in the award criteria Keystone will focus on fully describing our intentions of a workable service capability plan, providing experience and references, highlighting our personnel management style, detailing our determination to be innovative, outlay our cost, and describing our program financial profile. In doing so we will also sufficiently answer the other criteria presented in the RFP.



"Our goal is simple. We believe kids should eat better. I'm proud to spend the time to make meals from scratch. I enjoy my job because of the smiles on kids' faces from the food we serve."

Patricia Rosa,  
Keystone Food Service



# PRICING

School District: Tulsa Honor Academy County/District Code: 72E018

## FIXED-PRICE CONTRACT REQUEST FOR PROPOSAL

Competitive Proposal—the FSMC will be paid at a fixed rate per meal/lunch equivalent.

The fixed price must include all labor (including bonuses, if any) and expenses as shown below. They may not be charged back to the SFA in any other manner.

- a. Menu development specific to the operation
- b. Nutrition education materials and program expense
- c. Design services specific to the operation
- d. Education programs via assembly programs, schoolroom programs, parent/teacher meetings, and school food advisory committee meetings
- e. Personal representation, visitation, and coverage on a regular basis by a principle of FSMC
- f. All accounting
- g. All payroll costs and documentation
- h. Administrative dietetic, nutritional, sanitation, and personnel advice
- i. All costs incurred in hiring and relocating, if necessary, the FSMC management team
- j. All training costs for FSMC employees
- k. All travel costs for training for FSMC employees
- l. All miscellaneous costs to operate the program: i.e., consumable marketing materials, posters, menu templates, proprietary printed materials
- m. One-time performance bond
- n. Depreciation for major new marketing programs as negotiated and approved in writing by the superintendent in advance

**To be completed by the FSMC:**

A. \*Fixed Price Per Meal/Lunch Equivalent: \$ Option 1: \$3.49    Option 2: \$3.41  
(See "bid explanation" sheet in the pricing section of bid binder)

The fixed price per meal/lunch equivalent will be subject to an annual escalation/de-escalation provision, made at the time of contract renewal (if any), based on the Consumer Price Index (CPI) for Food Away From Home. The specific CPI used will be: equal to the CPI for all Urban Consumers, as of February of the current year (rounded down to the nearest cent). The only price increase allowed once contract is signed by both parties is the increase in the CPI.

\* Because some of the provisions of the new meal pattern requirements do not go into effect until later, the FSMC needs to be aware of the new meal pattern implementation timeline. Refer to the Appendix (pages 76 through 81).



## **Bid Explanation Sheet**

### **Option 1**

Bid (\$3.49) is our pricing option for Tulsa Honor Academy MS that includes a full, robust salad bar in addition to the fruit and vegetable components offered on our serving line. Our salad bar is accessible to every student with his/her lunch meal at no extra charge to the student or to your district. Our salad bar includes several vegetables, fruits, dressings, and other options daily and is a substantial addition to the reimbursable meal.

### **Option 2**

Bid (\$3.41) is our lower pricing option for Tulsa Honor Academy MS that includes a traditional hot meal or other multiple entrée options. Possible inclusions in the options are the innovative Keystone "Power Pack" which takes all the best features of the popular pre-boxed deli lunches that kids love presented with our nutritious Keystone spin, as well as a freshly made entrée salad, which includes a protein and vegetable component to meet those requirements toward a reimbursable meal. This option provides up to 3 entrée choices daily, but does not include a full salad bar as an addition to the meal. When comparing bids with other Food Service Management Companies, this will be our service that is most comparable with what they can offer while still surpassing the quality and freshness that any other company provides.

**OKLAHOMA STATE DEPARTMENT OF EDUCATION  
(OSDE)**

**CHILD NUTRITION PROGRAMS**

**FOOD SERVICE MANAGEMENT COMPANY (FSMC)**

**REQUEST FOR PROPOSAL (RFP)**

**School District:** Tulsa Honor Academy

**County/District Code:** 72E018

**January 2020  
(for School Year 2020-2021)**

The program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794), the Age Discrimination Act of 1975 (42 U.S.C. §6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Parts 50.3 and 42; and Food and Nutrition Service (FNS) directives and guidelines to the effect that no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

This publication, printed by the Oklahoma State Department of Education Printing Services, is issued by the Oklahoma State Department of Education as authorized by Superintendent Joy Hofmeister. One thousand copies have been prepared and distributed using Child Nutrition Programs (CNP) federal funds at a cost of \$. Copies are also available online through the agency Web site. JANUARY 2020.

## GENERAL INFORMATION

### A. Intent

This solicitation is for the purpose of entering into a contract for the operation of a food service program for Tulsa Honor Academy, hereinafter referred to as the ***School Food Authority (SFA) or District***, from July 1, 2020, to June 30, 2021, with the option of four 1-year renewals with mutual agreements between the SFA and the Food Service Management Company (FSMC) beginning July 1 of each subsequent year.

The offeror or FSMC will be referred to as the ***FSMC***, and the contract will be between the FSMC and the SFA.

The successful FSMC shall manage the school programs in a manner that best fulfills the following program objectives of the SFA:

1. To provide appealing and nutritionally sound reimbursable meals according to the programs selected on **page 11** for students as economically as possible.
2. Increase participation at all levels of the program by improving food quality at the service point, by upgrading equipment and facilities, by seeking student and parent input, by successful menu variation and planning, by use of excellent marketing technique, and with a strong emphasis on public relations.
3. Provide a management staff and structure to ensure that the District's school food program is one of consistent top quality and of positive regard by students, staff, and the public.
4. Establish a formal structure to routinely and continuously gather input from food service employees to ensure the most effective and efficient operation possible.
5. Establish and conduct management and staff training programs that will ensure staff development, proper supervision, and consistent quality control, both in production and service.
6. Continue to move forward operating a school food service program that is self-sufficient and does not require any subsidy from regular school funds.
7. To promote nutritional awareness whenever the food service can interface with District programs.
8. Provide a financial reporting system that meets federal and state requirements.
9. Provide District administration with monthly operating attachments and information regarding the food service program.



School District: Tulsa Honor Academy County/District Code: 72E018

## FIXED-PRICE CONTRACT REQUEST FOR PROPOSAL

Competitive Proposal—the FSMC will be paid at a fixed rate per meal/lunch equivalent.

The fixed price must include all labor (including bonuses, if any) and expenses as shown below. They may not be charged back to the SFA in any other manner.

- a. Menu development specific to the operation
- b. Nutrition education materials and program expense
- c. Design services specific to the operation
- d. Education programs via assembly programs, schoolroom programs, parent/teacher meetings, and school food advisory committee meetings
- e. Personal representation, visitation, and coverage on a regular basis by a principle of FSMC
- f. All accounting
- g. All payroll costs and documentation
- h. Administrative dietetic, nutritional, sanitation, and personnel advice
- i. All costs incurred in hiring and relocating, if necessary, the FSMC management team
- j. All training costs for FSMC employees
- k. All travel costs for training for FSMC employees
- l. All miscellaneous costs to operate the program: i.e., consumable marketing materials, posters, menu templates, proprietary printed materials
- m. One-time performance bond
- n. Depreciation for major new marketing programs as negotiated and approved in writing by the superintendent in advance

**To be completed by the FSMC:**

A. \*Fixed Price Per Meal/Lunch Equivalent: \$ Option 1: \$3.49    Option 2: \$3.41  
(See "bid explanation" sheet in the pricing section of bid binder)

The fixed price per meal/lunch equivalent will be subject to an annual escalation/de-escalation provision, made at the time of contract renewal (if any), based on the Consumer Price Index (CPI) for Food Away From Home. The specific CPI used will be: equal to the CPI for all Urban Consumers, as of February of the current year (rounded down to the nearest cent). The only price increase allowed once contract is signed by both parties is the increase in the CPI.

\* Because some of the provisions of the new meal pattern requirements do not go into effect until later, the FSMC needs to be aware of the new meal pattern implementation timeline. Refer to the Appendix (pages 76 through 81).

Award Criteria: Proposals will be evaluated by a committee against the following criteria with assigned weights in the following categories. Each area of the award criteria must be addressed in detail in the proposal. **(NOTE: Price is the primary factor in the award of a contract when using competitive proposals. Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered. Reference 2 CFR 200.320(d)(4).) NOTE: The SFA may delete or add criteria on the list, but price must be the primary factor when making the final determination.**

Weight	Criteria
(50) points	Price
(10) points	Service Capability Plan
(10) points	Experience, References
(10) points	Accounting and Reporting System
(5) points	Personnel Management
( ) points	Innovation
( ) points	Promotion of the School Food Service Program
(5) points	Involvement of Students, Staff, and Patrons
( ) points	Cost and Performance Bond
(10) points	Program Financial Profile/Financial Condition/Stability, Business Practices
100 points	<b>TOTAL</b>

#### C. Preproposal Meeting

A meeting with interested offerers to review the specifications, to clarify any questions, and for a walk-through of the facilities with school officials will be on Thursday, June 25, 2020 at 12 noon. Location: 209 S. Lakewood Ave. Tulsa, OK 74112

Attendance is ☐ **required** ☒ **optional**. Vendor presentations: ☐ **will** ☐ **will not** be scheduled at this time.

Fax or e-mail any technical issue and specification questions pertaining to the Request for Proposal (RFP) to the District at ayuen@tulsahonor.org (Fax) (E-Mail Address) **no later than 5pm on June 24, 2020** (Time and Date) and follow these guidelines:

- Specifically reference the section of the RFP in question. These questions will be addressed at the preproposal meeting and then distributed in the form of an addendum. Vendors are requested to bring a copy of the solicitation to the conference.
- The purpose of this conference is to allow the District the opportunity to provide the clarification, respond to questions from potential offerers relative to any facet of this solicitation, and to entertain suggestions for improvement of this document and/or the program.
- The site tour will begin following the preproposal conference. Prospective offerers are to notify the District of their intent to participate by 8am (Time), June 24, 2020 (Date), so transportation may be made available. Participation in the tour is limited to 3 representatives per offerer. Each FSMC interested must notify Amanda Yuen (Name of SFA Official) at ayuen@tulsahonor.org (E-Mail Address).
- Prior to and after the preproposal conference, no oral interpretation will be made to any FSMC as to the meaning of the specification. Every interpretation will be in the form of a written addendum to the specification issued by the District and mailed to each interested FSMC of record.

#### D. Proposal Submission and Award

- Proposals must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. Return this RFP document with all attachments filled out as required and signed, along with the following items.

- a. **LETTER OF TRANSMITTAL.** The Letter of Transmittal is to include:
  - (1) An introduction of the FSMC.
  - (2) The name, address, and telephone number of the person to be contacted, along with others authorized to represent the company in dealing with the RFP.
- b. **EXECUTIVE SUMMARY.** Provide an Executive Summary which:
  - (1) Briefly describes the FSMC's approach to the proposal.
  - (2) Indicates any major requirements that cannot be met by the FSMC.
  - (3) Highlights the major features of the proposal and identifies any supporting information considered pertinent.

In short, the reader should be able to determine the essence of the proposal and generally how well it meets the requirements by reading the Executive Summary.

- c. **DETAILED DISCUSSION.** This section should constitute the major portion of the proposal and must contain at least the following information:
  - (1) *Service's Capability/Plan*
    - (a) Submit in writing definite goals/specific recommendations for improved current operations to include estimated increases in student participation and any changes to personnel and equipment.
    - (b) FSMC shall submit with its proposal a transition plan which shall indicate the activities, procedures, timetable, and support personnel involved in the implementation of services.
    - (c) Describe the variety of menu offerings to be made available in your service plan and at what frequency.
    - (d) FSMC shall submit a proposed organizational chart for the on-site FSMC management team.
  - (2) *Experience References*
    - (a) Describe the FSMC's experience as managers and consultants of food service operations in general and public schools in particular.
    - (b) Include a list of any similar operations and locations where the FSMC is operating food service programs. Include the number of meal/meal equivalents served daily. Note any that operate the School Breakfast Program (SBP) and the National School Lunch Program (NSLP). List name and phone number of five references of the client administrator capable of commenting on the FSMC's performance, as well as the annual budget for each location.
    - (c) Include résumés or listings of the qualifications of the proposed resident food service director (FSD) candidates. FSD candidates must meet USDA Professional Standard requirements. Final determination of the FSD must have the approval of the district.
    - (d) Include résumé and background of person who will supervise the work of the resident FSD and how the FSMC will ensure the best performance. Describe the FSMC's internal criteria for bonus opportunities for both the resident FSD and his or her next reporting level.
    - (e) Include a list of any locations of school food service that have not renewed their contracts with respondent within the past three years and contact names/phone numbers.
    - (f) Include a table of company organization and a plan for the administrative management, supervision, staffing proposed under the specifications of this contract, and how USDA Professional Standard requirements will be met.
  - (3) *Financial Condition/Stability, Business Practices*

Provide data to indicate the financial condition of the company. Audited financial statement for the last two years and management fee history for the last five comparable clients or equivalent financial documentation if a new company (if in business one year or less) must be included with the proposal.
  - (4) *Accounting and Reporting Systems*

Describe complete accounting procedures the FSMC would use for:

    - (a) Inventory control
    - (b) Process for point-of-service meal counts
    - (c) Internal control of cashing-handling procedures
    - (d) Internal audit systems

- (e) All regular accounting forms used with detailed explanations of their importance
  - (f) Data collection for purposes of evaluating the effectiveness of new and current programs
  - (5) *Personnel Management*
    - (a) What is the FSMC's personnel management philosophy, particularly regarding resident managers and their relationship to existing staff?
    - (b) Describe training and development programs the FSMC will provide for employees and management personnel. Include detailed FSMC budget for training.
    - (c) How does the FSMC attempt to improve employee morale and reduce turnover?
  - (6) *Innovation*
    - (a) How would the FSMC's food service program in the District differ from current operations? Describe the costs and benefits of the FSMC's proposed changes.
    - (b) Describe how changes would be implemented. Include a staffing model, if different from current staffing.
    - (c) How would the FSMC involve employees to use their expertise and experience in making future innovations?
    - (d) Examples of service and merchandising programs.
    - (e) How would the FSMC modify company *turnkey* programs to meet the District's individual needs?
  - (7) *Promotion of the School Food Service Program*
    - (a) What is the FSMC's philosophy regarding promotion (increasing awareness and participation) of the school food service program?
    - (b) How would the FSMC implement this philosophy in our District? Give examples of the FSMC's efforts and results in other Districts.
    - (c) Provide documentation of efforts and results of promotions and SFA wellness policies in other Districts.
    - (d) How does the FSMC support *Nutrition Awareness* in the lunchroom and classroom?
  - (8) *Involvement of Students, Staff, and Patrons*  
Give examples, by client, of the FSMC's efforts and results regarding involvement of students, teachers, building administrators, and parents in program evaluation and selection of menus, discussion of nutritional issues, etc., including examples of surveys and how results/requests were responded to and what actions were taken.
  - (9) *Cost Information*
    - (a) Provide a complete breakdown and itemized detail of the proposed fee/meal for at least the following major components:
    - (b) Payroll/benefits (must tie to Worksheets 1-B and 2-B or 1-C and 2-B)
    - (c) On-site FSMC staff expenses
    - (d) On-site program expenses (including consumable proprietary materials; i.e., posters)
    - (e) Indirect/overhead/central support expenses
    - (f) Training expenses
2. The SFA ☒ will allow ☐ will not allow the FSMC to propose a guarantee. If the SFA allows a guarantee to be part of the proposal, the following shall apply: (See **page 11**, Item F, if *Will Allow* is checked.)
- a. The SFA and FSMC shall work together to ensure a financially sound operation. The FSMC guarantees the food service will be self-supporting with an excess of \_\_\_\_\_ (to be completed by the FSMC) during the **2019-2020** school year and no less during the first year of the FSMC contract, as well as any subsequent renewal terms. ***Only applicable when CN employees are school district employees:***

- b. The FSMC's guaranteed return is based on 2019-2020 labor and benefit rates. If across-the board wage increases are granted by the SFA, this needs to be determined before a contract is signed. This a fixed-price contract, and no additional negotiations for funds may be conducted once the price is finalized. If the LEA plans to increase salaries for LEA employees, this must be stated upfront and part of the original contract. It cannot be added during renewals.
  - c. If the contract requires a guarantee, then all additional renewals shall require the same guarantee. The guarantee **MUST NOT** be contingent upon multiyear contract duration. (If the contract is not renewed, the guarantee still applies.)
3. **Assumptions.** Financial terms of the Agreement are based upon the conditions of the **2019-2020** school year (latest full year of operation) and the following assumptions:
- a. Legislation, regulations, and reimbursement rates that create changes in the NSLP, SBP, and any other program indicated on **page 11** (Section B) shall remain materially consistent throughout the year.
  - b. The projected number of full feeding days equals 180 (to be completed by the SFA). If there is a material change in conditions, including, without limitation, changes to these assumptions, the contract:
    - May be terminated at the end of the current term.
    - Continue under the same terms as written, whichever is mutually agreed upon.
4. One original and 2 copies of the sealed proposals are to be submitted to:

209 S. Lakewood Ave. Tulsa, OK 74112

The RFP is due at (Time) 8am on (Date) Monday, July 27, 2020. Responses must be sealed and marked with the proposal name (Food Service Management Proposal), name and address of the vendor, and opening date and time. Fax responses cannot be accepted. No other distribution of the proposal shall be made by the offerer. Return of the complete document is required.

- 5. The SFA reserves the right to reject any or all proposals if deemed to be in the best interest of the SFA.
- 6. To be considered, each Offerer must submit a complete response to this solicitation **using the forms provided**. No other documents submitted with the RFP contract will affect the contract provisions, and **there may be no modifications to the RFP language**.
- 7. Once all RFPs are reviewed after the deadline has expired, the SFA will negotiate with the top 2 FSMCs (to be completed by the SFA). ☒ Yes ☐ No

If negotiations take place, all FSMCs that are selected for negotiation will be notified in the same manner and at the same time. The notice shall include the deadline for each FSMC to submit its final and best offer, including a guarantee, if applicable.

The final award shall be made to the qualified and responsible Offerer whose proposal is responsive to this solicitation. A responsible Offerer is one whose financial, technical, and other resources indicate an ability to perform the services required by this solicitation. Districts may award a contract based upon the initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted with the most favorable price and service standpoint.

- 8 Offerers or their authorized representatives are expected to fully inform themselves as the conditions, requirements, and specifications before submitting proposals; failure to do so will be at the Offerer's own risk, and he or she cannot secure relief on the plea of error. The SFA is not liable for any cost incurred by the Offerer prior to the signing of a contract by all parties. ***Paying the FSMC from Child Nutrition Program (CNP) funds is prohibited until the contract is approved by the OSDE and signed by the LEA and FSMC representatives.***
- 9 Fax or e-mail any additional questions that may arise as a result of the site visits to the District at-- (Fax Number) or ayuen@tulsahonor.org (E-Mail Address) by 11:59pm (Time) on July 20, 2020 (Date). Include a return fax and phone number, and specifically reference the section of the proposal in question. All questions must be submitted in writing. Questions and answers will be distributed to all suppliers solicited in the form of an addendum to avoid any unfair advantage. These guidelines for communication have been established to ensure a fair and equitable evaluation process for all respondents. Any attempt to bypass the above lines of communication may be perceived as establishing an unfair or biased process and could lead to disqualification as a potential supplier.
- 10 Offerers who submit a proposal in response to this RFP may be required to give an oral presentation and software demonstration. This provides an opportunity for the Offerer to clarify or elaborate on his/her proposal. That is a fact-finding and explanation session only and does not include negotiation. The SFA will schedule the time and location of these presentations. Oral presentations are strictly an ***OPTION*** of the SFA and may or may not be conducted.

#### E Late Proposals

Any proposal after the exact time specified for receipt will not be considered. Any proposal en route, either in the mail or other locations in the District will not be considered timely and will be returned unopened. Proposals received after the deadline will be late and ineligible for consideration. Proposals received after the date and hour designated are automatically disqualified and will not be considered. The District is not responsible for delays in the delivery of mail by the U. S. Postal Service, private couriers, or any other means of delivery. It is the sole responsibility of the FSMC to ensure that its proposal reaches the District by the designated date and hour.

#### F. Final Contract

The complete contract includes all documents included by the SFA in the RFP, and all documents submitted by the FSMC that have been mutually agreed upon by both parties (i.e., worksheets, attachments, and operating cost sheets). Once signed by both parties, submit signed contract to OSDE within 10 days.

- G This solicitation and any resulting contract shall be governed in all respects by the laws of the State of Oklahoma. The contractor shall comply with applicable federal, state, and local laws and regulations. Any claim or action arising under this agreement/contract shall have a venue in Tulsa County, Oklahoma.

- H. **Errors or Omissions**—The proposing FSMC shall not be allowed to take advantage of any errors or omissions in the specifications. Where errors or omissions occur in the specification, the FSMC shall promptly notify the contract person listed. Inconsistencies in the specifications are to be reported before proposals are submitted. Any corrections will be published in the same manner as the solicitation was issued, and known potential vendors will be notified directly by certified communications.
- I. Ownership of all data, materials, and documentation originated and prepared for the District pursuant to the RFP shall belong exclusively to the District and be subject to inspections in accordance with the Oklahoma Open Records Act.

## STANDARD TERMS AND CONDITIONS

### I. Scope and Purpose

- A. **Duration of Contract.** The effective date may be different than July 1, but the termination date must be June 30. Keep in mind that the effective date may not occur prior to the date on which the contract is signed. This contract shall be for a period of up to one year, beginning on August 4, 2020, and ending June 30, 2021, with up to four 1-year renewals with mutual agreement between the SFA and the FSMC.
- B. **Types of Meals/Functions to Be Provided:** The FSMC shall operate in conformance with the SFA's agreement with the Oklahoma State Department of Education Child Nutrition Programs Section (the *State Agency*).

The programs the district operates and wants the FSMC to administer are indicated below. The program(s) listed here should agree with those listed in Attachment A-2. If a program is added later (i.e., a breakfast program), the appropriate procurement procedures must be followed. **Check any that may even be considered; must complete all attachments even if you are considering adding a program.** **NOTE: If a program/function is added after the contract is awarded, the District must rebid the FSMC services if the new program represents or creates a material change to the contract.**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> National School Lunch Program (NSLP)   | <input type="checkbox"/> Child and Adult Care Food Program (CACFP) |
| <input checked="" type="checkbox"/> School Breakfast Program (SBP)         | <input checked="" type="checkbox"/> À la Carte                     |
| <input checked="" type="checkbox"/> After-School Snack Program (ASSP—NSLP) | <input checked="" type="checkbox"/> Adult Meals                    |
| <input type="checkbox"/> Fresh Fruit/Vegetable Program (FFVP)              | <input checked="" type="checkbox"/> Catering/Special Event Meals   |
| <input type="checkbox"/> Special Milk Program (SMP)                        | <input checked="" type="checkbox"/> Contract Meals                 |
| <input checked="" type="checkbox"/> Summer Food Service Program (SFSP)     | <input checked="" type="checkbox"/> Vending Machine Sales          |
| <input type="checkbox"/> Seamless Summer Program (SSP—NSLP)                | <input checked="" type="checkbox"/> Concessions                    |

- C. The FSMC, as an independent contractor, shall have the exclusive right to operate the above program(s) at the sites specified by the SFA in Attachment A-2.
- D. The FSMC shall be an independent contractor and not an employee of the SFA. The employees of the FSMC are not employees of the SFA.
- E. The food service provided shall be operated and maintained as a benefit to the SFA's students, faculty, and staff.
- F. All income accruing as result of payments by children and adults, federal and state reimbursements, and all other income from sources such as donations, special functions, catering, à la carte, vending, concessions, contract meals, grants, and loans shall be deposited in the SFA's food service account. Any profit or **GUARANTEE** (if allowed by the SFA in the proposal) return shall remain in the SFA's food service account. The SFA and the FSMC agree that this contract is neither a *cost-plus-a-percentage-of-income* nor a *cost-plus-a-percentage-of-cost* contract as required under United States Department of Agriculture (USDA) Regulations 7 CFR §210.16(c).



- G. The SFA shall be legally responsible for the conduct of the food service program and shall supervise the food service operations in such manner as will ensure compliance with the rules and regulations of the State Agency and USDA regarding each of the CNP covered by this contract.
- H. Per 7 CFR Part 210.9(b)(1), the SFA shall retain control of the CNP food service account and overall financial responsibility for the CNP. Maintain a nonprofit school food service, and observe the requirements for and limitations on the use of nonprofit school food service revenues set forth in §210.14 and the limitations on any competitive school food service as set forth in §210.11.
- I. The SFA shall establish all selling prices, including price adjustment, for all reimbursable and nonreimbursable meals/milk and à la carte (including vending, adult meals, contract meals, and catering) prices. (Exception: Nonpricing programs need not establish a selling price for reimbursable meals/milk.) The FSMC must follow the SFAs unpaid meal charge policy.
- J. The FSMC shall operate with the SFA in promoting nutrition education and coordinating the SFA's food service with classroom instruction.
- K. The FSMC shall comply with the rules, regulations, policies, and instructions of the State Agency and USDA and any additions or amendments thereto, including USDA Regulation 2 CFR 200; 318-326, and Appendix II to Part 200; 7 CFR 210, 220, 245, 250; 2 CFR 400, 2 CFR 416, 2 CFR 417, 2 CFR 418; 7 CFR Part 215 (SMP), if applicable; 7 CFR Part 225 (SFSP), if applicable; and 7 CFR Part 226 (CACFP), if applicable; and all food nutrition, services, instructions, policies, and guidance, if applicable.
- L. Revenues to the nonprofit school food service must be used solely to operate or improve the nonprofit school food service. Scholarships, or any other fund outside the nonprofit school food service account, are not necessarily nor reasonable food service expenses and, therefore, cannot be funded from the SFA nonprofit school food service account. FSMC contracts may not contain provisions or allow noncontractual practices that provide for payments that do not accrue to the nonprofit school food service account.
- M. Computation of Lunch Equivalency Rate and Lunch Equivalents
1. Lunch Equivalency Rate: The rate is the sum of the total reimbursement received for each lunch meal served and claimed.

Lunch Rate	
Current Year Federal Free Rate of Reimbursement for Meal Pattern Performance (Includes additional \$.07 incentive)	\$ <u>3.50</u>
Current Year State Match Reimbursement Rate	\$ <u>.0477757</u>
Current Year State Program Reimbursement Rate (If Applicable)	\$ _____
Current Year Value of USDA Entitlement Donated Foods	\$ <u>.3625</u>
Current Year Value of USDA Bonus Donated Foods (If Applicable)	\$ _____
<b>Total Lunch Equivalent Rate</b>	<b>\$ <u>3.91</u></b>

- N. Payment Terms/Method: The FSMC shall invoice SFA at the end of each month for amounts due based on on-site records. The SFA shall make payment within 40 business days of the invoice date.
- O. The FSMC shall make substitutions in the food items of the meal pattern for a student with a disability when his/her disability restricts his/her diet as stated in the student's *Individual Educational Plan (IEP)* or 504 Plan at no additional charge to the student. Follow guidance in SP-26-2017, SP-59-2016, and the Guidance for Accommodating Children With Disabilities in the School Meal Programs (7/25/2017).

At the discretion of the SFA, substitutions may be made for nondisabled students who are unable to consume regular lunches because of medical or other special dietary needs. Substitutions other than **MILK** shall be made on a case-by-case basis when supported by a statement of the need for substitutes that includes recommended alternate foods. Such a statement shall be signed by a medical doctor or a recognized medical authority. There will be no additional charge to the student for such substitutions.

Milk substitutions may be allowed when supported by a statement from a parent/guardian or medical authority, but only nondairy milk substitutes that meet the Nutrition Standards established by USDA may be used. According to the SFA's policy statement, the SFA chooses to make substitutions for fluid milk available (and, therefore, the FSMC will be so required). Yes ☐ No ☒

**NOTE: A Yes answer must be supported by the SFA's policy statement.**

- P. The SFA will make the final determination of the opening and closing dates of all SFSP sites, if applicable.
- Q. Gifts From FSMC: The SFA's officers, employees, or agents shall neither solicit nor accept gratuities, favors, nor anything of monetary value from contractors nor potential contractors. To the extent permissible under state law, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards per 2 CFR 200.318(c)(1).

## II. Signature Authority

- A. The SFA shall retain signature authority for the State Agency's application/agreement, free and reduced-price policy statement, programs indicated in Section I, Item B on page 11, and the monthly claim for reimbursement. (Reference 7 CFR §210.9[a] and [b] and 7 CFR §210.16[a][5].)

## III. Free and Reduced-Price Meals Policy

- A. The SFA shall be responsible for the establishment and maintenance of the free and reduced-price meals' eligibility roster.
- B. The FSMC shall implement an accurate *point of service* count using the counting system submitted by the SFA in its application to participate in the CNP and approved by the State Agency for the programs listed in Item B on page 11, as required under USDA regulations. Such a counting system must eliminate the potential for the overt identification of free and reduced-price eligible students under USDA Regulation 7 CFR §245.8.
- C. The SFA shall be responsible for the development and distribution of the parent letter and free and reduced-price meal and milk applications and participating in Direct Certification. The SFA shall be responsible for the determination of eligibility for free or reduced-price meals and free milk in accordance with 7 CFR §245.

The SFA shall be responsible for conducting any hearings related to determinations regarding eligibility for free or reduced-price meals and free milk, if applicable.

The SFA shall be responsible for verifying free and reduced-price meal applications as required by USDA regulations.

An employee of the FSMC ☒ may ☐ may not (SFA must indicate) perform for the SFA in various aspects of the application, certification, and verification process of eligibility for school meals programs. If the SFA allows this, the FSMC employee must comply with all requirements for these processes, including limited disclosure of individual eligibility information. However, the SFA is ultimately responsible for ensuring that all requirements are being met and the information on the application remains the property of the SFA and cannot be used or possessed by the FSMC for any use other than to determine eligibility for free or reduced-price meals.

#### IV. USDA-Donated Foods

- A. Any USDA-donated foods received by the SFA and made available to the FSMC must accrue solely to the benefit of the SFA's nonprofit school food service and SFSP programs, if applicable, and shall be fully utilized therein.
- B. The SFA shall retain title to all USDA-donated foods.
- C. The FSMC shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA-donated foods. Any activities relating to donated foods that the FSMC will be responsible for in accordance with 7 CFR Part 250.50(d) and assurance that such activities will be performed in accordance with the applicable requirements in 7 CFR Part 250.
- D. The FSMC shall accept and use USDA-donated foods in as large quantities as may be efficiently utilized in the SFA's nonprofit food service, subject to approval of the SFA. The SFA shall consult with the FSMC in the selection of commodities; however, the final determination as to the acceptance of commodities must be made by the SFA.
- E. In accordance with 7 CFR §250.51(a), the FSMC must credit the SFA for the value of all donated foods received for use in the SFA's meal service in the school year (including both entitlement and bonus foods). Such requirement includes crediting for the value of donated foods contained in processed end products if the FSMC contract requires it to:
  1. The FSMC shall procure commodity processed end products as an agent of the SFA (SFA must indicate): ☒ Yes ☐ No
  2. The FSMC shall act as an intermediary in passing the donated food value in commodity processed end products on to the SFA (SFA must indicate): ☒ Yes ☐ No

If either of the above is **Yes**, the FSMC will ensure compliance with the requirements in Subpart C of 7 CFR §250 and with the provisions of Department of Human Services (DHS) or SFA processing agreements and will ensure crediting of the SFA for the value of donated foods contained in such end products at the processing agreement value.
- F. FSMC must subtract from the SFA's monthly bill/invoice the amount that the SFA received that month for the value of commodities. This must be reflected on the invoice as well as attaching a copy of the form DHS Commodities sends to the SFA monthly to show the amount received.

- G. In accordance with §7 CFR 250.51(c), the SFA must ensure that, in crediting it for the value of donated foods, the FSMC uses the donated food values determined by DHS in accordance with §250.58(e). \*Negotiation of such values is not permitted.

\* Donated food values are determined by the USDA purchase price (cost per pound), which may be an average price for purchases made for the duration of the contract with the food vendor.

- H. In accordance with 7 CFR §250.51(d), the FSMC must use all donated ground beef, donated ground pork, and all processed end products in the SFA's food service and must use all other donated foods, or commercially purchased foods of the same generic identity, of United States origin and of equal or better quality than the donated foods in the SFA's food service (unless the contract specifically stipulates that the donated foods, and not such commercial substitutes, be used).

The SFA will only allow donated foods (not such commercial substitutes) to be used (SFA must indicate):

☐ Yes ☒ No

- I. The FSMC will not itself enter into the processing agreement with the processor required in Subpart C of 7 CFR §250.50. Assurance that the procurement of processed end products on behalf of the recipient agency, as applicable, will ensure compliance with the requirements in Subpart C of 7 CFR Part 250 and with the provisions of distributing or recipient agency processing agreements, and will ensure crediting of the recipient agency for the value of donated foods contained in such end products at the processing agreement value.
- J. The FSMC will comply with the storage and inventory requirements for donated foods. The FSMC must meet the general requirements for the storage and inventory management of donated foods in 7 CFR §250.14(a). In accordance with 7 CFR §250.52(a), the FSMC ☒ may ☐ may not store and inventory donated foods together with foods it has purchased commercially for the SFA's use. If the FSMC is permitted to store and inventory such foods together with other commercially purchased foods, it may only do so to the extent that such a system ensures compliance with the requirements for the use of donated foods in 7 CFR §250.51(d).
- K. Oklahoma State Department of Education (OSDE), DHS, a subdistributing agency, or the SFA, the Comptroller General, USDA, or their duly authorized representatives may perform on-site reviews of the FSMC's food service operation, including the review of records, to ensure compliance with requirements for the management and use of donated foods.
- L. The FSMC and SFA must maintain records of receipt of donated foods and processed end products, of crediting for the value of donated foods, and other records relating to donated foods, in accordance with 7 CFR §250.54.
1. The SFA must maintain the following records relating to the use of donated foods in its contract with the FSMC:
    - a. The donated foods and processed end products received and provided to the FSMC for use in the SFA's food service.
    - b. Documentation that the FSMC has credited it for the value of all donated foods received for use in the SFA's food service in the school year, including in accordance with the requirements in §250.51(a), the value of donated foods contained in processed end products.
    - c. The actual donated food values used in crediting.

2. The FSMC must maintain the following records relating to the use of donated foods in its contract with the SFA:

- a. The donated foods and processed end products received from, or on behalf of, the SFA for use in the SFA's food service.
- b. Documentation that it has credited the SFA for the value of all donated foods received for use in the SFA's food service in the school year, including, in accordance with the requirements in §250.51(a), the value of donated foods contained in processed end products.
- c. Documentation of its procurement of processed end products on behalf of the SFA, if applicable. (See Item E previously.)

3. The SFA must ensure that the FSMC is in compliance with the requirements of 7 CFR §250 through its monitoring of the food service operation, as required in 7 CFR §210, §225, or §226, as applicable. The SFA must also conduct a reconciliation at least annually (and upon termination of the contract) to ensure that the FSMC has credited it for the value of all donated foods received for use in the SFA's food service in the school year, including, in accordance with the requirements in §250.51(a), the value of donated foods contained in processed end products.

- M. Extensions or renewals of the contract, if applicable, are contingent upon the fulfillment of all contract provisions relating to donated foods.

#### V. Health Certifications/Food Safety

- A. The FSMC shall maintain all applicable health certifications on LEA facilities and shall ensure that all state and local regulations are being met by the FSMC preparing or serving meals at any SFA facility.
- B. The FSMC shall maintain state and/or local health certifications for any facility outside the SFA in which it proposes to prepare meals and shall maintain this health certification for the duration of the contract as required under USDA Regulation 7 CFR §210.16(a)(7).
- C. The FSMC shall adhere to the food safety program implemented by the SFA for all preparation and service of school meals, using a Hazard Analysis and Critical Control Point (HACCP) system as required under Public Law 108-265.
- D. The FSMC agrees to allow at least two health inspections to be conducted by the Health Department at every site involved in school meal preparation and/or service as required by Public Law 108-265.
- E. O.S. 63-1-1118: It shall be unlawful for any person to operate or maintain any establishment, stationary or otherwise, where food or drink is offered for sale, or sold, to the public unless the person is the holder of a food establishment license issued for such purpose by the State Commissioner of Health or designee.

#### VI. Meals

- A. The FSMC shall serve meals on such days and at such times as requested by the SFA.
- B. The SFA shall retain control of the quality, extent, and general nature of the food service, and the prices to be charged the children for meals (7 CFR Part 210.16[a][4]).
- C. All meals prepared by the FSMC must be unitized with or without milk or juice.
- D. The FSMC shall offer free, reduced-price, and full-price reimbursable meals to all eligible children participating in the programs indicated in Section I, Item B on **page 11**.

- E. In order for the FSMC to offer à la carte food service, if applicable, the FSMC must offer free, reduced-price, and full-price reimbursable meals to all eligible children.
- F. The FSMC shall provide meals that meet USDA meal pattern requirements (see the Appendix on **pages 76 through 81**).
- G. As required by the Healthy, Hunger-Free Kids Act, potable water must be made available to students during meal service for free. Per FNS Policy SP-41-2015, school districts may not promote or offer water or other beverages as an alternative selection to the required fluid milk component on the meal service line. Water is not a food component or food item that is required for the reimbursable meal. Offering a choice between water and milk is not permitted.
- H. The FSMC shall provide the specified types of service in the schools/sites listed in Attachment A2, which is part of this contract.
- I. The FSMC shall sell on the premises only those foods and beverages authorized by the SFA and only at the times and places designated by the SFA.
- J. No payment will be made to the FSMC for meals that are spoiled or unwholesome at the time of delivery, do not meet detailed specifications as developed by the SFA for each food component in the meal pattern, or do not otherwise meet the requirements of the contract. (Refer to 7 CFR 210.16[c][3].)
- K. Provide detailed specifications for each food component or menu item as specified in 7 CFR Part 210, and include these specifications in the solicitation (i.e., RFPs). Specifications must cover items such as grade, purchase units, style, condition, weight, ingredients, formulations, and delivery time (7 CFR Part 210.16[c][3]).

#### VII. Books and Records

- A. 7 CFR 210.16(c)(1)—The FSMC shall maintain such records as the SFA will need to support its claim for reimbursement under this part and shall, at a minimum, report claim information to the SFA promptly at the end of each month. Such records shall be made available to the SFA, upon request, and shall be retained in accordance with §210.23(c).
- B. The FSMC shall maintain records at the SFA to support all allowable expenses appearing on the monthly operating statement. These records shall be kept in an orderly fashion according to expense categories.
- C. The FSMC shall provide the SFA with a year-end statement.
- D. The SFA shall conduct an internal audit of food, labor, and other large expense items quarterly as well as performing random audits on smaller expense categories.
- E. The SFA and the FSMC must provide all documents as necessary for the independent auditor to conduct the SFA's single audit.
- F. Books and records of the FSMC pertaining to the contract shall be made available, upon demand, in an easily accessible manner for a period of three years after the final claim for reimbursement for the fiscal year to which they pertain. The books and records shall be made available for audit, examination, excerpts, and transcriptions by the SFA and/or any state or federal representatives and auditors. If audit findings regarding the FSMC's records have not been resolved within the three-year record retention period, the records must be retained beyond the three-year period for as long as required for the resolution of the issues raised by the audit. (Reference 7 CFR §210.9[b][17], 7 CFR §215.)



- G. The FSMC shall not remove federally required records from SFA premises upon contract termination. These records are outlined in the SFA agreement with the State Agency.

#### VIII. Employees

- A. The SFA must designate if **CURRENT** SFA employees, including site and area managers as well as any other staff, will be retained by the SFA or be subject to employment by the FSMC. This must agree with the information reported on Worksheets 1-A, 1-C, and 2-A on **pages 41, 43, and 44** and Worksheets 1-B and 2-B on **pages 42 and 45**.

For the duration of the contract (and any renewal years for the contract [if any]), employees will be retained by:

- ☐ SFA (See Worksheets 1-A and 2-A.)
- ☒ FSMC (See Worksheets 1-B and 2-B.)
- ☐ SFA will retain employees until employees leave (i.e., dismissed, retired, resign); the FSMC will rehire for any position in which an SFA employee has left if a replacement is determined to be necessary by the SFA. (See Worksheets 1-C and 2-B.)
- ☐ Both SFA and FSMC (See Worksheets 1-A, 2-A, 1-B, and 2-B.)

**NOTE: In the situation above (if the last statement was selected by the SFA), the FSMC must consider any future labor/fringe benefit costs and include any of these costs in the initial proposal price. Once the contract is awarded, the only allowable change in the proposal price comes from an annual escalator provision for each renewal year, if applicable, and is based on the CPI for Food Away From Home—All Urban Consumers. Therefore, any change in proposal price for subsequent renewals DO NOT reflect the costs of employee positions rehired by the FSMC.**

- B. The FSMC shall provide the SFA with a schedule of employees, positions, assigned locations, salaries, and hours to be worked as part of the proposal on Worksheets 1-B and 2-B on **pages 42 and 45**. Specific locations and assignments will be provided to the SFA two full calendar weeks prior to the commencement of operations.
- C. The SFA shall have final approval regarding the hiring of the FSMC's site manager.
- D. The FSMC shall comply with all wage and hours of employment requirements of federal and state laws. The FSMC shall be responsible for supervising and training personnel, including SFA-employed staff. Supervision activities include employee and labor relations, personnel development, and hiring and termination of FSMC management staff, except for the site manager. The FSMC shall also be responsible for the hiring and termination of nonmanagement staff who are employees of the FSMC.
- E. The FSMC shall provide Worker's Compensation coverage for its employees.
- F. The FSMC shall instruct its employees to abide by the policies, rules and regulations with respect to use of the SFA's premises as established by the SFA and which are furnished in writing to the FSMC.
- G. The FSMC shall maintain its own personnel and fringe benefits policies for its employees, subject to review by the SFA. Fringe benefits, as well as the basis for any salary increases, must be specified in the proposal and approved by the SFA in order for these to be allowable costs. Salary increases must be based on the same criteria as that for management fee increases.

- H. Staffing patterns, except for the site manager, shall be mutually agreed upon.
- I. The FSMC shall not be responsible for hiring employees in excess of the number required for efficient operation.
- J. The SFA shall provide sanitary toilet and handwashing facilities for the employees of the FSMC.
- K. The SFA may request in writing the removal of any employee of the FSMC who violates health requirements or conducts himself or herself in a manner that is detrimental to the well-being of the students, provided such request is not in violation of any federal, state, or local employment laws.
- L. In the event of the removal or suspension of any such employee, the FSMC shall immediately restructure the food service staff without disruption of service.
- M. All SFA and/or FSMC personnel assigned to the food service operation in each school shall be instructed in the use of all emergency valves, switches, and fire and safety devices in the kitchen and cafeteria areas.
- N. No firm, corporation, or individual shall blacklist or require a letter of relinquishment or publish or cause to be published or blacklisted any employee, mechanic, or laborer, discarded from or voluntarily leaving the service of such company, corporation, or individual, with intent and for the purpose of preventing such employee, mechanic, or laborer from engaging in or securing similar or other employment from any other corporation, company, or individual. (Reference State Law §40-172.)
- O. Regarding the FSMC staff positions designed on Worksheet 1-B on page 42, the FSMC shall not use or assign personnel occupying these positions for the benefit of any other entity; i.e., consulting, training, or out-of-district unless the SFA ☒ approves ☐ does not approve (to be completed by the SFA). The FSMC shall not use or assign personnel on the SFA payroll for the benefit of any other entity or out-of-district.
- P. All employees must meet the minimum Professional Standards requirement annually.

#### IX. Monitoring

- A. The SFA shall monitor the food service operation of the FSMC through periodic on-site visits to ensure that the food service operation is in conformance with the SFA's agreement to operate the program in accordance with USDA program regulations. (Reference 7 CFR §210.16.) Further, if there is more than one school site, there is an additional requirement that the SFA conduct an on-site review of the counting and claiming system no later than February 1 of each year as required by 7 CFR §210.8 in addition to the on-site review. The SFA/FSMC monitoring form must be completed by the SFA annually (Attachment N).
- B. The records necessary for the SFA to complete the required monitoring activities must be maintained by the FSMC under this contract and must be made available to the Auditor General, USDA, the State Agency, and the SFA upon request for the purpose of auditing, examination, and review.
- C. The SFA, as an SFSP sponsor, if applicable, is responsible for conducting and documenting the required SFSP site visits of all sites for preapproval and during operation of the program.

#### X. Use of Advisory Group/Menus

- A. The SFA shall establish and the FSMC shall participate in the formation, establishment, and periodic meetings of the SFA advisory board composed of students, teachers, and parents to assist in menu planning. (Reference 7 CFR §210.16[a][8].)

- B. The FSMC must comply with the 21-day menu cycle and specifications (Attachment B) developed by the SFA for the NSLP (Attachment C). The FSMC must also comply with the menu cycle as specified by the SFA for the SBP (Attachment D) and/or ASSP (Attachment E) and include them in the RFP. Any changes made by the FSMC after the first initial menu cycle for the NSLP, SBP, and/or ASSP may be made only with the approval of the SFA. The SFA shall approve the menus no later than two weeks prior to service. (Reference 7 CFR §210.16[b](1).)
- C. In accordance with federal regulations and FNS Instruction 783-2, the FSMC shall make substitutions in reimbursable meals as specified by a state-recognized medical authority who is authorized by Oklahoma state law to write medical prescriptions; i.e., licensed physician (MD or DO) **OR** a physician's assistant (PA) or an advanced registered nurse practitioner (ARNP) authorized by his/her responsible licensed physician, for individual participating children unable, because of a disability, to consume specified foods. The SFA shall notify the FSMC of any such special dietary needs.

#### XI. Use of Facilities, Inventory, Equipment, and Storage

- A. The SFA will make available, without any cost or charge to the FSMC, area(s) of the premises agreeable to both parties in which the FSMC shall render its services.
- B. The SFA may request of the FSMC additional food service programs as long as any additional food service is not substantive change to the contract. The SFA or requesting organization will be billed for the actual cost of food supplies, labor, and the FSMC's overhead and administrative expenses, if applicable, to provide such service. USDA commodities shall not be used for these special functions unless the SFA's students are the primary beneficiaries. The SFA reserves the right, at its sole discretion, to sell or dispense food or beverages, provided such use does not interfere with the operation of the CNP. (Reference Section I, Item B on page 11.) **NOTE: Any additional food service programs requested that involve a substantive change to the contract must be competitively procured, separate from this contract.**
- C. The FSMC and the SFA shall inventory the equipment and commodities owned by the SFA at the beginning of the school year, including (but not limited to) silverware, trays, chinaware, glassware, and/or kitchen utensils.
- D. The FSMC shall maintain the inventory of silverware, chinaware, kitchen utensils, and other operating items necessary for the food service operation and at the inventory level as specified by the SFA.
- E. The SFA will replace expendable equipment and replace, repair, and maintain nonexpendable equipment, except when damages result from the use of less than reasonable care by the employees of the FSMC.
- F. The FSMC shall maintain adequate storage procedures, inventory, and control of USDA-donated foods in conformance with the SFA's agreement with the State Agency.
- G. The FSMC shall provide the SFA with one set of keys for all food service areas secured with locks.
- H. The SFA shall provide the FSMC with local telephone service.
- I. The SFA shall furnish and install any equipment and/or make any structural changes needed to comply with federal, state, or local laws, ordinances, rules, and regulations.
- J. The SFA shall be responsible for any losses, including USDA-donated foods, which may arise due to equipment malfunction or loss of electrical power not within the control of the FSMC.
- K. All food preparation and serving equipment owned by the SFA shall remain on the premises of the SFA.
- L. The SFA shall not be responsible for loss or damage to equipment owned by the FSMC and located on the SFA premises.

- M. The FSMC shall notify the SFA of any equipment belonging to the FSMC on SFA premises within ten days of its placement on SFA premises.
- N. The SFA shall have access, with or without notice, to all of the SFA's facilities used by the FSMC for purposes of inspection and audit.
- O. The FSMC shall not use the SFA's facilities or personnel to produce food, meals, or services for other organizations, without the approval of the SFA. If such usage is mutually acceptable, there shall be a signed agreement which stipulates the fees to be paid by the FSMC to the SFA for such facility usage.
- P. The SFA, on the termination or expiration of the contract, shall conduct a physical inventory of all equipment and commodities owned by the SFA.
- Q. The FSMC shall surrender to the SFA, upon termination of the contract, all equipment and furnishings in good repair and condition, reasonable wear and tear excepted.

**XII. Purchases—SFA must indicate one of three options:**

- A. ☐ The SFA will do all purchasing for CNP.
- B. ☐ Except for Item D under Section XXIII on page 25, the SFA will do all purchasing for CNP.
- C. ☒ **Fixed-Price Proposals:** The FSMC will buy the beginning inventory, exclusive of commodities, from the SFA. Inventory that is descriptive by item case count and price must be maintained, along with supporting documentation.

Include the following provisions:

- SFAs are required to purchase, the maximum extent practicable, domestic commodities or products specified in 7 CFR Part 210.21(d)(2)(i).
- Definition of domestic commodity or product (i) an agricultural commodity that is produced in the United States and (ii) a food product that is processed in the United States using agricultural commodities that are produced in the United States. (7 CFR Part 210.21[d][1])
- When purchasing food products with federal funds, whenever possible, the recipient agencies shall purchase only food products that are produced in the United States. (7 CFR Part 250.23[a])

**XIII. Buy American (SP-38-2017)**

- A. The FSMC shall purchase, to the maximum extent practicable, domestic commodities or products which are either an agricultural commodity produced in the United States (U.S.) or a food product processed in the U.S. substantially using agricultural commodities produced in the U.S.
- B. The FSMC shall certify the percentage of U.S. content in the products supplied to the SFA.
- C. The SFA reserves the right to review vendor purchase records to ensure compliance with the Buy American provision.

**XIV. Sanitation**

- A. The FSMC shall place garbage and trash in containers in designated areas as specified by the SFA.
- B. The SFA shall remove all garbage and trash from the designated areas.
- C. The FSMC shall clean the kitchen and dining room areas as indicated in Attachment G.

- D. The FSMC shall operate and care for all equipment and food service areas in a clean, safe, and healthy condition in accordance with the standards acceptable to the SFA and comply with all applicable laws, ordinances, regulations, and rules of federal, state, and local authorities, including laws related to recycling.
  - E. The SFA shall clean ducts and hoods above the filter line.
  - F. The SFA shall provide extermination services as needed.
  - G. The FSMC shall comply with all local and state sanitation requirements in the preparation of food.
- XV. Licenses, Fees, and Taxes
- A. The FSMC shall be responsible for paying all applicable taxes and fees, including (but not limited to) excise tax, state and local income tax, payroll and withholding taxes for FSMC employees; the FSMC shall hold the SFA harmless for all claims arising from payment of such taxes and fees.
  - B. The FSMC shall purchase, obtain, and post all licenses and permits as required by federal, state, and/or local law.
  - C. The FSMC shall comply with all SFA building rules and regulations.
- XVI. Nondiscrimination
- Both the SFA and the FSMC agree that no child who participates in the NSLP, SBP, SMP, CACFP, SSP, or SFSP will be discriminated against on the basis of race, color, national origin, age, sex, or disability.
- XVII. Emergency Closing
- A. The SFA shall notify the FSMC of any interruption in utility service of which it has knowledge.
  - B. The SFA shall notify the FSMC of any delay in the beginning of the school day or the closing of school(s) due to snow or other emergency situations.
- XVIII. Term and Termination
- XIX. The SFA or the FSMC may terminate the contract for cause by giving 60 days written notice.
- XX. At any time, because of circumstances beyond the control of the SFA as well as the FSMC, the FSMC or the SFA may terminate the contract by giving 45 days written notice to the other party. (The SFA must determine the number of days. The maximum number of days must not exceed 60, per 7 CFR 210.16[d].) Notify OSDE immediately if contract is terminated by either party.
- XXI. Neither the FSMC nor the SFA shall be responsible for any losses resulting if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any acts not within the control of the FSMC or the SFA, respectively, and which, by the exercise of due diligence, it was unable to prevent.
- XXII. Nonperformance by FSMC
- A. The FSMC is required to provide a Performance Bond in the amount of 15% (enter the dollar amount of coverage or percentage of the total proposal price) as a guarantee of performance of all terms outlined under this contract. The amount/percentage should not be unreasonable in that it would prevent free and open competition. The Performance Bond provides the SFA recourse in the event that contractual obligations are not satisfactorily performed. See Section XXV, Letter C, on page 28.

- B. In the event of the FSMC's nonperformance under this contract and/or the violation or breach of the contract terms, the SFA shall have the right to pursue all administrative, contractual, and legal remedies against the FSMC and shall have the right to seek all sanctions and penalties as may be appropriate.
- C. The FSMC shall pay the SFA the full amount of any meal overclaims which are attributable to the FSMC's negligence, including those overclaims based on review or audit findings that occurred during the effective dates of original and renewal contracts.
- D. In the event either party commits a material breach, the nonbreaching party may terminate this agreement for cause by giving 60 days written notice. If the breach is remedied prior to the proposed termination date, the nonbreaching party may elect to continue this agreement.

Notwithstanding the breaching provision above, the SFA may terminate this contract for breach/neglect as determined by the SFA with written notification to the FSMC when considering such items as failure to maintain and enforce required standards of sanitation, failure to maintain proper insurance coverage as outlined by the contract, failure to provide required periodic information/statements, or failure to maintain quality of service at a level satisfactory to the SFA. The SFA is the responsible authority without recourse to FNS or the State Agency to the settlement and satisfaction of all contractual and administrative issues arising from the transaction. Such authority includes, but is not limited to, source evaluation, protests, disputes, claims, or other matters of contractual nature. Matters concerning violations of the law will be referred to local, state, or federal authority that has proper jurisdiction.

#### XX. Certification

- A. The FSMC shall comply with the mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163, 89 Stat. 871).
- B. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the nonfederal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 70 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.
- C. Equal Opportunity and Discrimination. The vendor certifies it is an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Executive Orders 11246 and 11375. The vendor assures compliance with the Americans With Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant to this act.
- D. The FSMC shall comply with the following civil rights laws, as amended: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a, and 15b; the Americans With Disabilities Act; and FNS Instruction 113-1, *Civil Rights Compliance and Enforcement Programs and Activities in School Nutrition Programs*.



- E. The FSMC has signed the *Certification of Independent Price Determination*, Attachment H, which was attached as an addendum to the FSMC's proposal and which is incorporated herein by reference and made a part of this contract.
- F. To ensure that an SFA does not enter into a contract with a debarred or suspended FSMC, each SFA must obtain satisfaction that an FSMC is neither excluded nor disqualified before doing business with the FSMC. The uniform federal suspension/debarment certification has been established, and the collection of paper certifications is no longer mandatory. An SFA may meet the requirements by either of the two methods listed below (SFA must check one):
  - ☐ Checking the Excluded Parties List System. This is available on the Internet at <https://SAM.gov>
  - ☒ Collecting a certification that the FSMC is neither excluded nor disqualified. (See Attachment I.)
- G. Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the nonfederal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- H. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with nonfederal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the nonfederal award.

#### XXI. Miscellaneous

- A. The FSMC shall comply with the provisions of the proposal specifications, which are hereby in all respects made a part of this contract.
- B. No provision of this contract shall be assigned or subcontracted without prior written consent of the SFA.
- C. No waiver of any default shall be construed to be or constitute a waiver of any subsequent claim.
- D. Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials (e.g., food, supplies) and workmanship of a quality that would normally be specified by the SFA are to be used.
- E. Payments on any claim shall not preclude the SFA from making a claim for adjustment on any item found not to have been in accordance with the provisions of this contract and specifications.
- F. The SFA shall be responsible for ensuring the resolution of program review and audit findings.
- G. This contract is subject to review and approval by the State Agency.
- H. By submitting a proposal, the Offerer covenants and agrees that it is satisfied, from its own investigation of the conditions to be met, that it fully understands its obligations and that it will not make any claim for, or have right to cancellation or relief from, the contract because of any misunderstandings or lack of information.

#### XXII. Insurance

- A. The FSMC shall maintain the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the state of Oklahoma. A Certificate of Insurance of the FSMC's insurance coverage indicating these amounts must be submitted at the time of award. This must be completed by the SFA.

B. Comprehensive General Liability—includes coverage for:

1. Premises—Operations
2. Products—Completed Operations
3. Contractual Insurance
4. Broad Form Property Damage
5. Independent Contractors
6. Personal Injury

\$1,000,000 Combined Single Limit

C. Automobile Liability: \$1,000,000 Combined Single Limit

D. Workers' Compensation—Statutory: Employer's Liability—\$ 500,000

E. Excess Umbrella Liability: \$1,000,000 Combined Single Unit

F. The SFA shall be named as additional insured on General Liability, Automobile, and Excess Umbrella. The FSMC must provide a waiver of subrogation in favor of the SFA for General Liability, Automobile, Worker's Compensation, and Excess Umbrella.

G. The contract of insurance shall provide for notice to the SFA of cancellation of insurance policies 30 days before such cancellation is to take effect.

XXIII. Optional Requirements to Be Included—To be completed by the SFA

- A. The District ☐ will ☒ will not (SFA must indicate) reimburse for reasonable cellular telephone expenses incurred by the Director for communications related to the contract. Reasonable expenses shall not include additional services such as paging, e-mail, or voice mail. If allowed, it must be charged as an expense by the FSMC.
- B. The District ☐ will ☒ will not (SFA must indicate) reimburse for travel expenses for on-site FSMC staff only that are allowable direct costs related to the contract and which are approved in advance. Reasonable expenses shall include mileage reimbursement, lodging (at the lowest available room rate), and reasonable meal expenses. Mileage, lodging, and meal expenses will be reimbursed at the same rate as received by SFA employees.
- C. The District ☐ will ☒ will not (SFA must indicate) reimburse reasonable mileage expense of the Director for allowable local travel related to the contract based on the same mileage rate as received by SFA employees. This mileage rate is \$\_\_\_\_\_.

- D. The following provisions ☒ will ☐ will not (SFA must indicate) apply to FSMC investment:

The FSMC ☐ may ☒ may not (SFA must indicate) purchase nonexpendable equipment (any item costing \$5,000 or more) for the food service program in an amount not to exceed\_\_\_\_\_. The FSMC shall be subject to the same procurement requirements to which the District is subject in any procurement action and may not serve as a vendor when procuring on behalf of the school food service. Contracts should provide the SFA with final, **PRIOR** approval authority for the purchase of equipment that is used in storage, preparation, and delivery of school meals. Contracts should establish an amortization schedule, if appropriate. Whether or not an amortization schedule is used, title to the property must be vested with the SFA when the equipment is placed in service. Clauses that require the full repayment of unamortized costs incurred by the FSMC when the contract is terminated or not renewed are not permitted. Approval by the State Agency for equipment purchases of \$5,000 or more is required.

If the contract expires or is terminated prior to the complete repayment of the investment, the District shall, on the expiration date, or within five days after receipt by either party of any notice of termination under this contract, either (SFA must indicate):

1. ☒ The SFA can retain the property and continue to make payments in accordance with the amortization schedule.

**OR**

2. ☐ Return the property to the FSMC in full release of the unpaid balance. (Reference: FSMC Guidance)

- E. Except as otherwise expressly provided in this contract, the FSMC will defend, indemnify, and hold the SFA harmless from and against all claims, liability, loss, and expense, including reasonable collection expenses, attorneys' fees, and court costs that may arise because of the sole negligence, misconduct, or other fault of the FSMC, its agents, or employees in the performance of its obligations under this contract, except to the extent any such claims or actions result from the negligence of the SFA, its employees, or agents. This clause shall survive termination of the Agreement.
- F. The SFA ☒ will ☐ will not (SFA must indicate) require the FSMC to perform a security (background) check on any FSMC employee that will be working at the SFA.
- G. **Limitation on Nonperformance for Deficit Operations (Guarantee).** The District and the FSMC shall work together to ensure a financially sound operation. If food service operations result in a deficit during the initial contract school year, the FSMC shall reimburse the District for the deficit. All FSMC assumptions used in calculating financial projections shall be clearly defined in the financial section of each proposal. Factors not clearly defined shall be the sole responsibility of the FSMC. If the contract is renewed, this condition shall apply to subsequent years. FSMCs cannot recover any deficits in subsequent years if contract is renewed.
- H. **Assumptions.** Financial terms of the Agreement are based upon existing conditions and the following assumptions. If there is a material change in conditions, including, without limitations, changes to the following assumptions, the contract (1) may be terminated at the end of the current term or (2) continue under the same terms as written, whichever is mutually agreed upon.
- The District's policies, practices, and service requirements shall remain materially consistent throughout the contract term and any subsequent contract renewals.
  - Average daily attendance (ADA) for the initial contract year beginning July 1 shall equal or exceed prior year's ADA.
  - Legislation, regulations, and reimbursement rates that create changes in the school lunch program shall remain material consistent throughout the year.
  - Usable commodities, of adequate quality and variety required for the menu cycle, valued at an amount as set forth by USDA for the contract year will continue to be available.
  - The government reimbursement rates in effect shall remain materially consistent throughout the year.
  - Meal components and quantities required by the National School Lunch Act (NSLA) or the NSLP remain consistent with prior years.
  - Service hours, service requirements, and type or number of facilities selling food and/or beverages on District's premises shall remain materially consistent throughout the year.
  - The state or federal minimum wage rate and taxes in effect shall remain materially consistent throughout the year.
  - The projected number of full feeding days in: Year One: 180 (may not be a full year),  
Year Two: 180, Year Three: 180, Year Four: 180, Year Five: 180

- District revenue credited to the food service program shall include all state and federal amounts received specifically for child nutrition operations.

The term *materially consistent* shall mean that a change does not (1) materially increase FSMC's cost of providing management service or (2) materially decrease the net revenue derived from the food service operation. SDE will define material change as anything that would change the contract more than \$150,000. Any change over \$150,000 must be rebid.

#### XXIV. Trade Secrets and Proprietary Information

- A. During the term of the Agreement, the FSMC may grant to the District a nonexclusive right to access certain proprietary materials of the FSMC, including menus, recipes, signage, food service surveys and studies, management guidelines and procedures, operating manuals, software (both owned by and licensed by the FSMC), and similar compilations regularly used in FSMC business operations (*trade secrets*). The District shall not disclose any of the FSMC's trade secrets or other confidential information, directly or indirectly, during or after the term of the Agreement. The District shall not photocopy or otherwise duplicate any such material without the prior written consent of the FSMC. All trade secrets and other confidential information shall remain the exclusive property of the FSMC and shall be returned to the FSMC immediately upon termination of the Agreement. The District shall not use any confusingly similar names, marks, systems, insignia, symbols, procedures, and methods. Without limiting the foregoing and except for software provided by the District, the District specifically agrees that all software associated with the operation of the food service, including without limitation, menu systems, food production system, accounting systems, and other software, are owned by or licensed to the FSMC and not the District. Furthermore, the District's access or use of such software shall not create any right, title interest, or copyright in such software and the District shall not retain such software beyond the termination of the Agreement. In the event of any breach of this provision, the FSMC shall be entitled to equitable relief, including an injunction or specific performance, in addition to all other remedies otherwise available. The District's obligations under this section are subject to its obligations under the Oklahoma Open Records Act. This provision shall survive termination of the Agreement.
- B. Rights to Inventions Made Under a Contract or Agreement. If the federal award meets the definition of *funding agreement* under 27 CFR §401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that *funding agreement*, the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, *Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements*, and any implementing regulations issued by the awarding agency. (Reference 2 CFR 200, Appendix II, F)

#### Codes of Conduct (2 CFR 200.318[c][1])

The nonfederal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the nonfederal entity (SFA) may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, nonfederal entities (SFAs) may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. This must be stated in the SFA's Code of Conduct and Procurement Plan. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the nonfederal entity (SFA).

- XXV. **SFSP**—Additional Requirements, if applicable (SFA must mark through this entire section if not applicable—see next page also)
- A. The SFA shall be responsible for determining eligibility of all SFSP sites.
  - B. FSMCs shall obtain bid bonds and performance bonds only from surety companies listed in the current Department of Treasury Circular 570. No sponsor or State Agency shall allow FSMCs to post any *ALTER-NATIVE* forms of bid or performance bonds, including but not limited to, cash, certified checks, letters of credit, or escrow accounts. (Reference 7 CFR 225.15[m][5-7])
  - C. Each FSMC which submits a proposal over \$100,000 shall obtain a bid bond in an amount not less than 5 percent nor more than 10 percent, as determined by the sponsor of the value of the contract for which the bid is made. A copy of the bid bond shall accompany each bid. (Reference 7 CFR 225.15[m][5-7])
  - D. The SFA shall immediately correct any problems found as a result of a health inspection and shall submit written documentation of the corrective action implemented within two weeks of the citation.
  - E. The FSMC must comply with the 5-day menu cycle developed by the SFA for the SFSP (Attachment F) and include it in the RFP. The SFA shall approve any changes in the menus no later than two weeks prior to service after the initial cycle has been used. The SFA shall inform the State Agency of menu changes for the SFSP.
  - F. Meals shall be delivered according to the following delivery schedule:
    - 1. Delivery shall be made with the contractor to the facility(ies) in accordance with the order from each facility.
    - 2. Meals shall be delivered daily, unloaded, and placed in the facility by the contractor's personnel at the location and time listed in Schedule A.
- Adequate refrigeration or heating shall be provided during delivery of all good to ensure the wholesomeness of food at delivery in accordance with state or local health codes.

3. Meals will be delivered/picked up/served at the time(s) indicated. (Check the applicable meal[s], and indicate time of service.)

		Delivered/Picked Up	Served
<input checked="" type="checkbox"/>	Breakfast	7:20 a.m.	7:35 a.m.
<input type="checkbox"/>	A.M. Supplement (SFSP/CACFP)	a.m.	a.m.
<input checked="" type="checkbox"/>	Lunch	12pm a.m./p.m.	12:30 a.m./p.m.
<input type="checkbox"/>	P.M. Supplement	p.m.	p.m.
<input type="checkbox"/>	Supper (SFSP/CACFP)	p.m.	p.m.

4. Meals will be furnished in the following manner:

- ☐ Meals will be available for pick up by facility personnel.  
☐ Meals will be delivered to the facility by FSMC personnel.  
☐ Food will be portioned in bulk containers.  
☐ FSMC will provide portioning utensils.  
☐ FSMC will not provide portioning utensils.  
☒ Food will be portioned in individual serving containers.

5. The offerer shall be responsible for delivery of all meals and dairy products at the specified time. The offerer must provide exactly the number of meals ordered. Counts of meals will be made at the facility before meals are accepted. Damaged or incomplete meals shall not be included when the number of delivered meal is determined.

Page 1 of 3

**PROJECTED OPERATIONS—REVENUE  
FOR PROGRAMS AND SITES TO BE CONTRACTED  
NATIONAL SCHOOL LUNCH PROGRAM (NSLP)/SCHOOL BREAKFAST  
PROGRAM (SBP)/SPECIAL MILK PROGRAM (SMP) ONLY  
(To be completed by School Food Authority [SFA])**

Data shown is based on the most recent full-service year: 2018-2019  
School Year

**National School Lunch Program—**

	Meals	X	Price Charged	=	Total
<b>Lunches:</b>					
Elementary Full-Price	# 2503	X	3.65	=	\$9135.95
Secondary Full-Price	#	X		=	\$
Reduced-Price	# 11016	X	0.40	=	\$4406.40
Adult	#	X		=	\$
Contract	#	X		=	\$
<b>Subtotal Lunches:</b>	#	X		=	\$13,542.35

**After-School/Snack—NSLP—**

	Meals	X	Price Charged	=	Total
Full-Price	#	X	0	=	\$
Reduced-Price	#	X	0	=	\$
Adult	#	X	0	=	\$
Contract	#	X		=	\$
<b>Subtotal Snacks:</b>	#	X	0	=	\$

**School Breakfast Program—**

	Meals	X	Price Charged	=	Total
<b>Breakfasts:</b>					
Elementary Full-Price	#1891	X	1.75	=	\$3309.25
Secondary Full-Price	#	X		=	\$
Reduced-Price	#9328	X	0.30	=	\$2798.4
Adult	#	X		=	\$
Contract	#	X		=	\$
<b>Subtotal Breakfasts:</b>	#	X		=	\$6107.66

**Special Milk Program—**

	Meals	X	Price Charged	=	Total
Special Milk, if applicable	#	X		=	\$
Special Function (Catering)	#	X		=	\$
À la Carte Total Revenue (include à la carte sales to adults and students), if applicable					\$
Concession Revenue, if applicable					\$
Vending Machine Sales Total Revenue					\$

<b>TOTAL IN-SCHOOL REVENUE (NSLP/SBP/SMP Only)</b>	<b>\$19650</b>
--	----------------

Oklahoma State Department of Education, January 2020

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Projected Operations—Revenue (To Be Completed by SFA)  
Page 2 of 3

**FEDERAL REIMBURSEMENT  
(NSLP/SBP/SMP/ASSP Only)**

Data shown is based on the most recent full-service year: 2018-2019  
School Year

	Meals	X	Rate (Include Additional \$.06 Incentive)	=	Total	Totals
<b>Lunches:</b>						
Free	#44194	X	3.39	=	\$ 149,817.66	
Reduced-Price	#11016	X	2.99	=	\$ 32937.84	
Full-Price	#2503	X	0.39	=	\$ 976.17	\$ 183,731.67 Total Lunch
<b>After-School Snack Program:</b>						
Free	# 47717	X	0.91	=	\$ 43422.47	
Reduced-Price	#	X		=	\$	
Full-Price	#	X		=	\$	\$43,422.47 Total Snacks
<b>Breakfasts:</b>						
Free	#	X		=	\$	
Free, Severe Need	#40493	X	2.14	=	\$86655.02	
Reduced-Price	#	X		=	\$	
Reduced-Price, Severe Need	#9328	X	1.84	=	\$ 17163.52	
Full-Price	#1891	X	0.31	=	\$586.21	\$ 104,404.75 Total Breakfast
<b>Special Milk, if applicable:</b>						
Full-Price	#	X		=	\$	
Free	#	X		=	\$	\$ Total Milk

**STATE REIMBURSEMENT**

Data shown is based on the most recent full-service year: 2018-2019  
School Year

	Meals	X	Price	=	Total
State Match	# 57,713	X	0.0412873	=	\$2382.81
State Program, if applicable	#	X		=	\$

**STATE REIMBURSEMENT = \$ 2382.81**

TOTAL IN-SCHOOL REVENUE	=	\$ 19,650
TOTAL FEDERAL REIMBURSEMENT	=	\$ 331,558.89
TOTAL STATE REIMBURSEMENT	=	\$ 2382.81
INTEREST INCOME	=	\$
TOTAL REVENUE (NSLP/SBP/SMP/ASSP ONLY)	=	\$ 353,591.70

Page 3 of 3

**PROJECTED OPERATIONS—EXPENDITURES  
FOR PROGRAMS AND SITES TO BE CONTRACTED  
(NSLP/SBP/SMP ONLY)  
(To Be Completed by SFA)**

Data shown is based on the most recent full-service year: 2018-2019  
School Year

<b>Food and Milk</b> Enter the costs of food and milk purchased and received. Include the Commodity Distribution Assessment Fee. Commodity Value Bonus Commodity Value				\$	no data
<b>Direct Labor and Benefits</b> Enter the gross amount paid for salaries to food service workers. Include employee benefits such as health insurance, retirement funds, and matching social security. Include any FSMC fees and expenses.				\$	
<b>Other Direct</b> Enter the cost for nonfood items such as paper goods, supplies, equipment repairs (less than \$5,000 per repair), equipment, rental, and extermination.				\$	
<b>Expendable Equipment</b> Enter the cost of each piece of equipment with an acquisition cost less than \$5,000.				\$	
<b>Nonexpendable Equipment</b> Enter the depreciated amount of each piece of equipment with an acquisition cost of \$5,000 or more.				\$	
<b>Nonreimbursable Expenses</b> Enter all expenditures that are not an allowable cost for reimbursement purposes (i.e., bank charge of bounced checks, lost commodities)				\$	
<b>À la Carte Sales (If not included above)</b> Enter total expenditures related to à la carte sales (i.e., food, labor, supplies).				\$	
<b>Special Functions (Catering)</b> Enter total expenditures related to special functions (i.e., food, labor, supplies, equipment repair)				\$	
<b>Vended Meals (Contract Meals) (If not included above)</b> Enter total expenditures related to the preparation and delivery of contract meals (i.e., food, labor, supplies)				\$	
<b>Vending Machines</b> Enter total expenditures related to concession sales (i.e., food, labor, supplies, equipment repair)				\$	
<b>Concession Sales</b> Enter total expenditures related to concession sales (i.e., food, labor, supplies, equipment repair)				\$	
<b>Subtotal Expenditures</b>				\$	
<b>Less Commodity Usage</b>	57,713 NSLP Lunches Only	X	3424 Current Commodity Rate, including Bonus Commodities (See page 11)	=	( 19,766.70 )
<b>Less Rebates, Discounts, Commissions, if applicable</b>				=	( )
<b>TOTAL EXPENDITURES</b>				\$	

SUMMARY	
Total Revenue	\$
Total Expenditures	\$
Profit or (Loss)	\$

# DO NOT INCLUDE THIS PAGE IF NOT APPLICABLE

## REVENUE/EXPENDITURES FOR SUMMER FOOD SERVICE PROGRAM (SFSP) (To Be Completed by SFA)

Data shown is based on the most recent full-service year: 2018-2019

School Year

### REVENUES (FEDERAL REIMBURSEMENT)—

	MEALS	X	RATE	=	TOTAL	
<b>Operating</b>						
Breakfast	#	X		=	\$	served by TPS
Lunch/Supper	#	X		=	\$	served by TPS
Snack	#	X		=	\$	served by TPS
<b>Administrative Cost</b>						
Breakfast	#	X		=	\$	
Lunch/Supper	#	X		=	\$	
Snack	#	X		=	\$	
<b>TOTAL REVENUE (SFSP)</b>					\$	

<b>EXPENDITURES—</b>	
<b>Operating:</b>	
Cost of Food and Milk	\$
Food Service Labor, Payroll Taxes, and Benefits	
Nonfood Supplies	
Utilities	
Rental of Facility	
Rental of Equipment	
Use Allowance of Equipment	
Transportation of Children/Meals (Rural Sponsors Only)	
Other (Specify)	
<b>TOTAL OPERATING</b>	\$
<b>Administrative:</b>	
Administrative Salaries	\$
Payroll Taxes and Benefits	
Office (Maintenance, Rental, Supplies)	
Utilities	
Mileage (Administrative Purposes Only)	
Audit/Legal Fees	
Communications (Telephone, Postage, Outreach)	
Publication Fee	
Other (Specify)	
<b>TOTAL ADMINISTRATIVE</b>	\$
<b>TOTAL EXPENDITURES (SFSP)</b>	\$

<b>Summary:</b>	
Total Revenue	\$
Total Expenditures	\$
Profit or (Loss)	\$

## AGREEMENT

The Offerer certifies that the FSMC shall operate in accordance with all applicable state and federal regulations.

The Offerer certifies that all terms and conditions within the RFP shall be considered a part of the contract as if incorporated therein.

This Agreement shall be in effect for one year and may be renewed by mutual agreement for four additional one-year periods.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives.

ATTEST:

SCHOOL FOOD AUTHORITY:

\_\_\_\_\_

\_\_\_\_\_  
Name of SFA

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Typed Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed

ATTEST:

FOOD SERVICE MANAGEMENT COMPANY:

\_\_\_\_\_

\_\_\_\_\_  
Name of FSMC

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Typed Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed

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## Worksheet 1-A

[illegible]

## LABOR WORKSHEET

(To be completed by the FSMC for FSMC employees.  
Pay rates for the year \_\_\_\_\_ - \_\_\_\_\_)

**Worksheet 1-B**[illegible]



**LABOR WORKSHEET**  
(To be completed by the FSMC for SFA employees)

**Worksheet 1-C**

[illegible]

**WORKSHEET 2-A**

## FRINGE BENEFIT COST WORKSHEET

(To be completed by the SFA for SFA employees.

**List Annual Cost for the Year** - \_\_\_\_\_

[illegible]

If Worker's Compensation cost is charged to food service, what is percentage? \_\_\_\_\_%

**NOTE: Use actual rates for SFA. Do not use a prorated statewide average benefit rate.**

Oklahoma State Department of Education, January 2020

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**FRINGE BENEFIT COST WORKSHEET**  
(To be completed by the FSMC for FSMC employees.)  
List Annual Cost for the Year \_\_\_\_\_

[illegible]

If Worker's Compensation cost is charged to food service, what is percentage? \_\_\_\_\_ %

**NOTE: Use actual rates for FSMC. Do not use a prorated statewide average benefit rate.**

## SFA SPECIFICATION WORKSHEET ON AVERAGE DAILY PARTICIPATION (ADP)

Worksheet 3

LUNCH PROGRAM  
(To be completed by SFA)

SITE OR SCHOOL	ENROLL- MENT	REIMBURSABLE MEALS Based on ADP (Total meals by category served in the previous year divided by total operating days for the year)			SELLING PRICE (\$)		CONTRACT MEALS		ALL CASH SALES EXCEPT REIMBURS- ABLE LUNCHES (I.E., MILK, ADULT, A LA CARTE, CATER- ING, VENDING MACHINES, AND CONCESSIONS (IF APPLICABLE))
		FULL- PRICE	FREE	REDUCED- PRICE	STUDENT	ADULT	# OF LUNCHES	RATE	
Middle School	412	16	278	69	3.65				\$

Do not include Special Functions.

## SFA SPECIFICATION WORKSHEET ON AVERAGE DAILY PARTICIPATION (ADP)

Worksheet 4

BREAKFAST PROGRAM  
(To be completed by SFA)

SITE OR SCHOOL	ENROLL- MENT	REIMBURSABLE MEALS			SELLING PRICE (\$)		CONTRACT MEALS		ALL CASH SALES EXCEPT REIMBURS- ABLE BREAKFASTS (I.E., MILK, ADULT, A LA CARTE, CATERING, VENDING MACHINES, AND CONCESSIONS IF APPLICABLE)
		Based on ADP (Total meals by category served in the previous year divided by total operating days for the year)	FULL- PRICE	FREE	REDUCED- PRICE	STUDENT	ADULT	# OF BREAK- FASTS	RATE
Middle School	412	12		255	59	1.75			\$

Do not include Special Functions.

## SFA SPECIFICATION WORKSHEET ON AVERAGE DAILY PARTICIPATION (ADP)

Worksheet 5

AFTER-SCHOOL SNACK PROGRAM (NSLP)  
(To be completed by SFA)

SITE OR SCHOOL	ENROLL- MENT	REIMBURSABLE MEALS			SELLING PRICE (\$)		CONTRACT MEALS		ALL CASH SALES EX- CEPT REIMBURSABLE SNACKS (IE, MILK, ADULT, LA CARTER, VENDING MACHINES, AND CONCESSIONS IF APPLICABLE)
		Based on a DP (Total meals by category served in the previous year divided by total operating days for the year)	FULL- PRICE	FREE	REDUCED- PRICE	STUDENT	ADULT	# OF SNACKS	
Middle School	412		300						\$

Do not include Special Functions.

Oklahoma State Department of Education, January 2020

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WORKSHEET 6

SFA SPECIFICATION WORKSHEET ON AVERAGE DAILY PARTICIPATION (ADP)

(Total number of meals by category in the previous summer divided by the total operating days for the summer)

SUMMER FOOD SERVICE PROGRAM (SFSP)  
(To be completed by SFA)

SITE OR SCHOOL	REIMBURSABLE BREAKFASTS	REIMBURSABLE LUNCHESES	REIMBURSABLE SNACKS	REIMBURSABLE SUPPERS
no data				
no data				
no data				
no data				
no data				
no data				
no data				
no data				
no data				
no data				
no data				
no data				
no data				
no data				
no data				
no data				
no data				
no data				
no data				
TOTALS				



**SEA SPECIFICATION WORKSHEET ON AVERAGE DAILY PARTICIPATION (ADP)**  
(Total number of meals by category in the previous summer divided by the total operating days for the summer)

**SEAMLESS SUMMER PROGRAM (SSP)**  
**(To be completed by SFA)**

SITE OR SCHOOL	REIMBURSABLE BREAKFASTS	REIMBURSABLE LUNCHESES	REIMBURSABLE SNACKS	REIMBURSABLE SUPPERS
TOTALS				

**WORKSHEET 8****FSMC PROPOSED SALES PRICE LIST\***

<b>LUNCH</b>		<b>BREAKFAST</b>	
Elementary School		Elementary School	
Paid	\$	Paid	\$
Reduced-Price	\$	Reduced-Price	\$
Adults—District	\$	Adults	\$
Adults—Other	\$		
Milk	\$		
Middle School		Middle School	
Paid	\$ 3.65	Paid	\$ 1.75
Reduced-Price	\$ .40	Reduced-Price	\$ .30
Adults—District	\$ 3.84	Adults	\$ 2.00
Adults—Other	\$ 3.84		
Milk	\$ .50		
High School		High School	
Paid	\$	Paid	\$
Reduced-Price	\$	Reduced-Price	\$
Adults—District	\$	Adults—District	\$
Adults—Other	\$	Adults—Other	\$
Milk	\$		
		<b>SNACK</b>	
		Student	\$
		Adult	\$

**\*NOTE: The SFA must set all prices for all meals. (Reference §210.16)**

**Attachment A-1**

[illegible]

<sup>1</sup>List grade groups that have access to meal service.

<sup>2</sup>Indicate if site or school prepares meals on-site or if meals are satellite in bulk or preplated.

**Attachment A-2**

[illegible]

<sup>1</sup> A reimbursable meal is to be offered that meets the standard established with the menus included as part of this proposal.

## MINIMUM FOOD SPECIFICATIONS

**Meat/Seafood—**All meats, meat products, poultry, poultry products, and fish must be government-inspected.

- Beef, lamb, and veal shall be USDA Grade Choice or better.
- Pork shall be U.S. No. 1 or U.S. No. 2.
- Poultry shall be U.S. Government Grade A.
- Seafood to be top grade, frozen fish—must be a nationally distributed brand, packed under continuous inspection of the USDA.

**Dairy Products—**All dairy products must be government-inspected.

- Fresh eggs, USDA Grade A or equivalent, 100 percent candled.
- Frozen eggs, USDA-inspected.
- Milk, pasteurized Grade A.

**Fruits and Vegetables—**

- Fresh fruits and vegetables selected according to written specifications for freshness, quality, and color—U.S. Grade A Fancy
- Canned fruits and vegetables selected to requirements—U.S. Grade A Choice or Fancy (fruit to be packed in light syrup or natural juices).
- Frozen fruits and vegetables shall be U.S. Grade A Choice or better.

**Baked Products—**

- Bread, rolls, cookies, pies, cakes, and puddings, either prepared or baked on premises or purchased on a quality level commensurate with meeting USDA breakfast and lunch requirements, as applicable.

**Staple Groceries—**

- Staple groceries to be a quality level commensurate with previously listed standards.

Attachment C

## MENU CYCLE FOR LUNCH

Attach a sample 21-day cycle lunch menu prepared by the SFA. This menu must be used for the first 21-day cycle of the new school year. If a salad bar is offered, list all items on the salad bar on a separate piece of paper.

Attachment D

## **MENU CYCLE FOR BREAKFAST**

Attach a sample 21 - day cycle breakfast menu prepared by the SFA. This menu must be used for the first 21-day cycle of the new school year.



**Attachment E**

## **MENU CYCLE FOR SNACK**

Attach a sample 21-day cycle snack menu prepared by the SFA. This menu must be used for the first 21-day cycle of the new school year.

**Attachment F**

## **MENU CYCLE FOR SUMMER FOOD SERVICE PROGRAM**

Attach a sample 5-day cycle SFSP menu prepared by the SFA.

## COST RESPONSIBILITY DETAIL SHEET

The SFA has deemed the following cost responsibility schedule to be a necessary part of this proposal specification as an indicator of who will bear ultimate responsibility for the cost. Costs that are not provided for under the standard contract terms and conditions, but are necessary for the effective on-site operation of the food service program and are directly incurred for the SFA's operation, must be assigned by the SFA and included in the RFP. The column selected by the SFA for each expense represents whether the SFA or FSMC is **ULTIMATELY** responsible for that cost.

DESCRIPTION	FSMC	SFA	NA
<b>FOOD:</b>			
Food Purchases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commodity Processing Charges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processing and Payment of Invoices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LABOR:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FSMC EMPLOYEES:</b>			
Salaries/Wages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fringe Benefits and Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll Taxes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worker's Compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unemployment Compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SFA EMPLOYEES:</b>			
Salaries/Wages	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fringe Benefits and Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Retirement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Payroll Taxes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Worker's Compensation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unemployment Compensation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Attachment G**  
**Page 2 of 4**

The items listed below with two asterisks (\*\*) are direct cost items that may or may not apply to the SFA. At local discretion, based upon actual practice and need, the SFA should assign cost responsibility for those items applicable to its operation or designate them as *Not Applicable*.

DESCRIPTION	FSMC	SFA	NA
<b>OTHER EXPENSES:</b>			
**Paper/Disposable Supplies	✓		
Cleaning/Janitorial Supplies	✓		
**Tickets/Tokens			✓
China/Silverware/Glassware—		✓	
Initial Inventory		✓	
Replacement During Operation		✓	
<b>Telephone—</b>			
Local			✓
Long Distance			✓
Uniforms	✓		
**Linens	✓		
Laundry	✓		
<b>Trash Removal—</b>			
From Kitchen	✓		
From Dining Area	✓		
From Premises		✓	
Pest Control		✓	
<b>Equipment Replacement—</b>			
Nonexpendable		✓	
Expendable	✓		
Equipment Repair			
**Car/Truck Rental (Include Explanation in RFP)			✓
**Vehicle Maintenance			✓
**Courier Services (i.e., Bank Deposits, School Deliveries)			✓

DESCRIPTION	FSMC	SFA	NA
<b>**Storage Costs—</b>			
Food	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>**Office Supplies</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>**Printing</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>**Promotional Materials</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>**Cellular Phones (see page 25)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>**Mileage (see page 25)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>**Lodging (see page 25)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>**Per Diem (see page 25)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>**Taxes (see page 22)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales (see page 22)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (see page 22)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
OTHER: (Add other expenses charged to food service. Overhead expenses incurred by the FSMC cannot be included.)			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cleaning responsibilities are listed below:

DESCRIPTION	FSMC	SFA	NA
Food Preparation Areas (Include Equipment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serving Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen Floors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dining Room Floors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Periodic Waxing and Buffing of Dining Room Floors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Restrooms for Food Service Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grease Traps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily Routine Cleaning of Dining Room Tables and Chairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thorough Cleaning of Dining Room Tables and Chairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cafeteria Walls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kitchen Walls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light Fixtures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Windows	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Window Coverings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hoods	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grease Filters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Duct Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exhaust Fans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OTHER: (List Below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# INDEPENDENT PRICE DETERMINATION CERTIFICATE

Both the School Food Authority (SFA) and Food Service Management Company (Offerer) shall execute this Independent Price Determination Certificate.

Keystone Food Service  
Name of Food Service Management Company

Tulsa Honor Academy  
Name of School Food Authority

A. By submission of this offer, the Offerer certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Offerer or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Offerer and will not knowingly be disclosed by the Offerer prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other Offerer for the purpose of restricting competition.
3. No attempt has been made or will be made by the Offerer to induce any person or firm to submit or not to submit an offer for the purpose of restricting competition.

B. Each person signing this offer on behalf of the Offerer certifies that:

1. He or she is the person in the Offerer's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to A.1 through A.3 above; or
2. He or she is not the person in other Offerer's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to A.1 through A.3 above, and as their agent does not hereby so certify; and he or she has not participated, and will not participate, in any action contrary to A.1 through A.3 above.

To the best of my knowledge, this Offerer, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to submitting a proposal on any public contract, except as follows:

B 766

Signature of Food Service Management Company's  
Authorized Representative

Co-Owner  
Title

7/20/2020  
Date

In accepting this offer, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred to above.

Signature of School Food Authority's  
Authorized Representative

Title Date

**NOTE: Accepting an Offerer's offer does not constitute award of the contract.**

## SUSPENSION AND DEBARMENT CERTIFICATION

### Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower-Tier Covered Transactions

This certification is required by the regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension, Title 2 CFR, §180, as adopted and modified by USDA regulation at 2 CFR §417, Responsibilities of Participants Regarding Transactions.

**Before completing certification, read instructions on reverse.)**

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Keystone Food Service  
Organization Name

\_\_\_\_\_  
PR/Award Number or Project Name

Brett Feeback, Co-Owner  
Name(s) and Title(s) of Authorized Representative(s)

B 76 6

Signature(s)

7/20/2020  
Date



## INSTRUCTIONS FOR SUSPENSION AND DEBARMENT CERTIFICATION

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when the transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower-tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person for which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that he or she will include this clause titled *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower-Tier Covered Transactions*, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principles. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a product's person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

# LOBBYING CERTIFICATION

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts, Exceeding \$100,000 in federal funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$150,000 for each such failure.

The undersigned certifies to the best of his/her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, *Disclosure Form to Report Lobbying*, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Keystone Food Service

P.O. Box 429

Stillwater, OK

74076

Name/Address of Organization

Brett Feeback, Co-Owner

Name/Title of Submitting Official

B 766

Signature

7/20/2020

Date

STANDARD FORM-LLL

**DISCLOSURE OF LOBBYING ACTIVITIES**  
**APPROVED BY OMB**  
**COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT**  
**TO 31 U.S.C. 1352**  
**(SEE REVERSE FOR PUBLIC DISCLOSURE)**

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. Contract <input type="checkbox"/> b. Grant <input type="checkbox"/> c. Cooperative Agreement <input type="checkbox"/> d. Loan <input type="checkbox"/> e. Loan Guarantee <input type="checkbox"/> f. Loan Insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. Bid/Offer/Application <input type="checkbox"/> b. Initial Award <input type="checkbox"/> c. Postaward	<b>3. Report Type:</b> <input type="checkbox"/> a. Initial Filing <input type="checkbox"/> b. Material Change <b>For Material Change Only:</b> Year _____ Quarter _____ Date of Last Report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: _____		<b>5. If Reporting Entity in No. 4 Is Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known: _____
<b>6. Federal Department/Agency:</b>  _____		<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____
<b>8. Federal Action Number: (if known)</b>  _____		<b>9. Award Amount: (if known)</b>  \$ _____
<b>10. a. Name and Address of Lobbying Entity: (if individual, last name, first name, MI)</b>  _____		<b>b. Individual Performing Services: (including address if different from No. 10a) (last name, first name, MI)</b>  _____
<b>11. Amount of Payment: (check all that apply)</b>  \$ _____  Actual <input type="checkbox"/> Planned <input type="checkbox"/>		<b>13. Type of Payment: (check all that apply)</b> <input type="checkbox"/> a. Retainer <input type="checkbox"/> b. One-Time Fee <input type="checkbox"/> c. Commission <input type="checkbox"/> d. Contingency Fee <input type="checkbox"/> e. Deferred <input type="checkbox"/> f. Other: (specify) _____
<b>12. Form of Payment: (check all that apply)</b> a. Cash                      Nature _____ b. In-kind (specify)                      Value _____		
<b>14. Brief Description of services performed or to be performed and date(s) of service, including officer(s), employee(s), or member(s) contracted for payment indicated in Item 11:</b>  _____ <div style="text-align: right; font-size: small;">(Attach Continuation Sheets if necessary)</div>		
<b>15. Continuation Sheets Attached:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>16. Information requested through this form is authorized by Title 31 U.S.C. §1352. This disclosure of lobbying activities is a material representation of fact upon which evidence was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. §1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosures shall be subject to a civil penalty of not less than \$10,000 and not more than \$150,000 for each such failure.</b>		Signature: <u>Brett Feeback</u> Print Name: <u>Brett Feeback</u> Title: <u>Co-Owner</u> Telephone Number: <u>405-550-2006</u> Date: <u>7/20/2020</u>
Federal Use Only:		Authorized for Local Reproduction

### INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action or a material change to a previous filing, pursuant to Title 31 U.S.C. §1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Use a Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget (OMB) for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional district, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee; e.g., the first subawardee of the prime is the first tier. Subawards include, but are not limited to, subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in Item 4 checks *Subawardee*, then enter the full name, address, city, state, and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example: Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in Item 1; e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the federal agency. Include prefixes; e.g., *RFP-DE-90-001*.
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in Item 4 or Item 5.
10.
  - a. Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered federal action.
  - b. Enter the full name of the individual performing services, and include full address if different from 10a. Enter last name, first name, and middle initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate item. Check all items that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box. Check all boxes that apply. If *Other*, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the dates of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with federal officials. Identify the federal officials or employees contacted or the officers, employees, or Members of Congress that were contacted.
15. Check whether Continuation Sheets are attached.
16. The certifying official shall sign and date the form, print his or her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

## VALIDATION

**NOTE: Proposals must be manually signed on this form in the space provided below.**

Has the Offerer, any officer of the Offerer, or any employee of the Offerer who has a proprietary interest in the proposal, ever been disqualified, removed, or otherwise prevented from participating, or completing, a federal, state, or local government project because of a violation of law or a safety regulation?

Yes \_\_\_\_\_

No   X  

If the answer is *Yes*, please explain the circumstances on a continuation page.

Offerer, in compliance with this RFP, has examined the specifications and is familiar with all of the conditions and requirements. Vendor meets all of the standards and requirements necessary to perform the services/provide the products and is able to furnish the services/products in the time frame specified and at the rates set forth in this proposal. The undersigned, on behalf of the Offerer, certifies that this offer is made without previous understanding, agreement, or connection with any person, firm, or corporation making a proposal on the same project and is in all respects fair and without collusion or fraud.

I have read the terms and conditions of this RFP, truthfully answered the above question, and submit for consideration the enclosed offer and accessory data which will become part of any agreement. The undersigned has the authority to bind vendor and certifies that all statements contained in the proposal are true and correct. If accepted by the District, this proposal is guaranteed as written and amended and will be implemented as stated.

Please indicate if this business is: Minority-owned \_\_\_\_\_

Female-owned \_\_\_\_\_

Keystone Food Service  
Company Name

Brett Feedback  
Signature of Representative

P.O. Box 429  
Company Address

Brett Feedback  
Typed Name of Representative

Stillwater, OK 74076  
City, State, Zip

Co-Owner  
Title

405-550-2006  
Telephone Number

405-533-2939  
Fax Number

7/20/2020  
Date

brettf@keystonefoodservice.com  
E-Mail

**FOOD SERVICE MANAGEMENT COMPANY  
MONTHLY LUNCH EQUIVALENCY WORKSHEET**

**Attachment M**

Month/Year: \_\_\_\_\_

Once the contract has been awarded, this form is to be used by the food service management company (FSMC) to show the school district the calculations for determining the lunch equivalencies for each month. Submit Attachments M to the school food authority (SFA) with the monthly invoice.

1. **Actual Meal Counts:** To make the meal count computation, include all Child Nutrition Programs (CNPs) that are a part of the contract (i.e., National School Lunch Program [NSLP] meals, School Breakfast Program [SBP] meals, After-School Snack Program [ASSP] meals, Summer Food Service Program [SFP] meals, Seamless Summer Program [SSP] meals, Child and Adult Care Food Program [CACFP] meals, if applicable). The number of lunches, breakfasts (2 breakfasts equal 1 lunch), and snacks (3 snacks equal 1 lunch) served to children shall be determined by actual count.

BASED ON				DAYS OF SERVICES			
<b>Breakfast Meals</b>		<b>Lunch Meals</b>		<b>Snack Meals</b>			
Contract Breakfasts		Contract Lunches		Contract Snacks			
SBP Breakfasts		NSLP Lunches		NSLP Snacks			
SFSP Breakfasts		SFSP Lunches/ Suppers		SFSP Snacks			
SSP Breakfasts		SSP Lunches/ Suppers		SSP Snacks			
CACFP Breakfasts		CACFP Lunches/ Suppers		CACFP Snacks			
	Total Breakfasts		Total Lunches		Total Snacks		
	+		+		=		
(Total Breakfasts ÷ 2)		Total Lunches		(Total Snacks ÷ 3)			Lunch Equivalents Based on Meal Counts

2. **Extra Revenue:** Based on extra revenue received—extra CNP revenue shall include sales from adult meals, à la carte sales to students and adults, and revenue from catering, vending machine sales, and concessions.

BASED ON	DAYS OF SERVICE
Total Revenue From Adult Meals, if applicable	\$
Total Revenue From À la Carte Sales, if applicable	\$
Total Revenue From Catering/Special Event Meals, if applicable	\$
Total Revenue From Concessions, if applicable	\$
Total Revenue From Vending Machine Sales, if applicable	\$
<b>Total Extra CNP Revenue</b>	<b>\$</b>

\$	÷	=	
Total Extra CNP Revenue		Lunch Rate (Item M.1—page 12)	Lunch Equivalent Based on Extra Revenue

3. Grand Total of Meal Equivalents:

Lunch Equivalents Based on Meal Counts (Item 1 Previously)	+	Lunch Equivalents Based on Extra Revenue (Item 2 Previously)	=	Grand Total of Lunch Equivalents
Lunch Equivalencies	x	Proposal Award Amount	=	Total \$ Amount Owed

4. Fresh Fruit/Vegetable Program (FFVP) Administrative Funds, if applicable:

FFVP Reimbursement Claimed X \_\_\_\_\_ = \$ \_\_\_\_\_  
 % From Page \_\_\_\_\_ Total Administrative Funds, if applicable  
 Oklahoma State Department of Education, January 2020

## Attachment N

The SFA must monitor the FSMC through periodic on-site visits to ensure that the food service operation is in conformance with the SFA's agreement to operate the program in accordance with USDA program regulations. This must be done on an annual basis using the attached form. (Reference 7 CFR §210.16.) These forms are to be retained at the SFA site.

## SFA-FSMC MONITORING FORM

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

Name of District and Site Monitored: \_\_\_\_\_

Menus and Service	Yes	Needs Improvement	NA
Has the FSMC followed the 21-day cycle menu, as described in contract, for the first 21 days of the contract? (Monitored during the first year of contract only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If changes were made to menus following the first 21 days of the contract, did the SFA approve them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all menu standards been maintained as to type and quality of meal service as outlined in the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all menus been developed using the agreed upon menu-planning systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the FSMC serving only reimbursable meals that comply with the latest dietary guidelines as established by USDA in federal regulations for the NSLP, the SBP, and all other USDA-contracted meal programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the SFA retained control of the quality, extent, and general nature of its food program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the SFA made no payment to the FSMC for meals that are spoiled or unwholesome at time of delivery or do not meet detailed specifications or do not otherwise meet the requirements of the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are production records completed each day for all meals claimed for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the FSMC following regulations concerning not selling restricted foods of minimal nutritional value in the food service areas during meal service periods (e.g., carbonated beverages, certain candies, water ices, and chewing gum)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are meals monitored after the last food or menu item is served/selected to ensure that only reimbursable meals are claimed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the foods purchased meet the quality specification standards indicated in the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the SFA evaluate the FSMC's menus for affordability, nutrition requirements, and appeal to the students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>USDA-Donated Foods</b>			
Does the SFA receive credit for the value of USDA-donated foods, received during the school year or fiscal year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit for the value of donated foods was received through (circle all that apply):			
Invoice reductions			
Refunds			
Discounts			
Other:			

## Attachment N cont

USDA-Donated Foods continued	Yes	Needs Improvement	NA
Does the FSMC provide clear documentation of the value received and of credit being recognized? (This includes crediting for the value of donated foods contained in processed end products.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the USDA-Foods billing statement detail the value of the USDA-Foods received and that it was used as the value for all credits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the FSMC contract outline the frequency by which crediting will occur and was that followed? (Crediting is to be performed at least annually.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the SFA retain title to all USDA-donated foods and ensure that all USDA-donated foods are made available to the FSMC, including processed foods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the SFA/FSMC use USDA-donated foods to the maximum extent in quantities that can be used and stored without waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the FSMC use all donated foods or commercially purchased foods of the same generic quality of U.S. origin and of equal or better quality than the donated foods in the SFA's food service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the FSMC use all donated ground beef, ground pork, and all processed end products in the SFA's food service, without substitution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For cost-reimbursable contracts, does the FSMC ensure that its system of inventory management not result in the SFA being charged for donated foods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the FSMC responsible for receiving donated foods on behalf of the SFA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, is the SFA verifying delivery of donated food shipments and end products and not relying solely on the FSMC records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Financial Accountability Procedures</b>			
Do the food service daily meal count records accurately reflect the counts of student and adult meals by meal type and eligibility category?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The FSMC maintains records to support the claims for reimbursement, reports claim information to the SFA promptly at the end of each month, and has meal count records for meals not covered by the claim; e.g., adult meals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the food service daily income records accurately reflect the revenue received by meal type (student meals, adult meals, à la carte, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Attachment N cont

Sanitation and Safety Procedures	Yes	Needs Im-prove-ment	NA
Are facilities and equipment adequately maintained for safety and sanitation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do employees practice safe food-handling procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are state health licenses maintained as required by the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the SFA assure that all state and local regulations are being met by the FSMC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Contractual Requirements</b>			
Has the FSMC used the advisory committee of parents, students, and teachers to assist in menu planning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all corrections been made as required if problems were noted during an SFA review, administrative review, or a program audit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the SFA have procedures in place to monitor the FSMC's contract compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is documentation of monitoring maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the FSMC staffing plan been approved by the SFA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have staffing plans been followed per the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the SFA retained all food service responsibilities not allowed to be delegated to the FSMC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If No, list what was delegated?			
FSMC's food service operations are monitored by the SFA through periodic on-site visits to ensure that the food service is in conformance with program regulations and that program review and audit findings are resolved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is documentation of monitoring maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all responsibilities of the SFA and the FSMC been implemented as defined by the terms of the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If No, explain.			
<b>Procurement Requirements</b>			
Did the SFA follow the appropriate procurement procedures when awarding the FSMC contract, including preparing all contract documents? (These documents include, but are not limited to, specifications, the RFP, the contract, and any contract amendments.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were there an adequate number of qualified RFP responses to permit reasonable competition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the RFP publicized, and were any reasonable requests by other sources to compete honored to the maximum extent practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the FSMC awarded the contract based on the SFA-provided mechanisms for technical evaluation of the proposals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the contract awarded to the responsible Offerer whose proposal was the most advantageous to the SFA with price and other factors considered (with price as the primary factor)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Attachment N cont

List Corrective Actions Taken for All <i>Needs Improvement</i> Items	Date of Implementation

Other Comments:

Signature of FSMC Representative:	Title:	Date:
Signature of SFA Official:	Title:	Date:

## APPENDIX—BREAKFAST/LUNCH MEAL PATTERN TIMELINE FOR IMPLEMENTATION

Implementation of most meal requirements in the National School Lunch Program (NSLP) begins by SY2012-2013. In the School Breakfast Program (SBP), the meal requirements (other than milk) will be implemented gradually beginning SY2013-2014.

New Requirements	Effective in School Year for NSLP (L) and SBP (B)				
	2014/15	2015/16	2016/17	2017/18	2022/23

### Fruits Component

• Offer fruit daily	L	L	L	L	L
• Fruit quantity increase to 5 cups/week (minimum 1 cup/day)	L,B	L,B	L,B	L,B	L,B

### Vegetables Component

• Offer vegetables subgroups weekly	L	L	L	L	L
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### Grains Component

• All grains must be whole grain-rich	L,B	L,B	L,B	L,B	L,B
• Offer weekly grains ranges	L,B	L,B	L,B	L,B	L,B

### Meat/Meat Alternate Component

• Offer weekly meat/meat alternate ranges (daily min)	L	L	L	L	L
---	---	---	---	---	---

### Milk Component

• Offer only fat-free and lowfat (flavored or unflavored) milk	L,B	L,B	L,B	L,B	L,B
--	-----	-----	-----	-----	-----

### Dietary Specifications (To Be Met on Average Over a Week)

• Calorie ranges	L,B	L,B	L,B	L,B	L,B
• Saturated fat limit (no change)	L,B	L,B	L,B	L,B	L,B
• Sodium targets					
* Target 1	L,B				
* Target 2		L,B			
* Target 3			L,B		
• Zero grams of trans fat per portion	L,B	L,B	L,B	L,B	L,B

### Menu Planning

• A single FBMP approach	L,B	L,B	L,B	L,B	L,B
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### Age-Grade Groups

• Establish age/grade groups: K-5, 6-8, 9-12	L,B	L,B	L,B	L,B	L,B
--	-----	-----	-----	-----	-----

### Offer versus Serve

• Reimbursable meals must contain a fruit or vegetable (1/2 cup minimum)	L,B				
--	-----	--	--	--	--

### Monitoring

• 3-year Adm Review cycle	L,B	L,B	L,B	L,B	L,B
• Conduct weighted nutrient analysis on 1 week of menus	L,B	L,B	L,B	L,B	L,B

## APPENDIX—BREAKFAST/LUNCH MEAL PATTERN

	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5 <sup>a</sup>	Grades 6-8 <sup>a</sup>	Grades 9-12 <sup>a</sup>	Grades K-5	Grades 6-8	Grades 9-12
Meal Pattern	Amount of Food <sup>b</sup> Per Week (Minimum Per Day)					
Fruits (cups) <sup>b</sup>	5 (1) <sup>c</sup>	5 (1) <sup>c</sup>	5 (1) <sup>c</sup>	2.5 (0.5)	2.5 (0.5)	5 (1)
Vegetables (cups) <sup>b</sup>	0	0	0	3.75 (0.75)	3.75 (0.75)	5 (1)
Dark green <sup>c</sup>	0	0	0	0.5	0.5	0.5
Red/Orange <sup>c</sup>	0	0	0	0.75	0.75	1.25
Beans/Peas (Legumes) <sup>c</sup>	0	0	0	0.5	0.5	0.5
Starchy <sup>c</sup>	0	0	0	0.5	0.5	0.5
Other <sup>c,d</sup>	0	0	0	0.5	0.5	0.75
Additional Veg to Reach Total <sup>c</sup>	0	0	0	1	1	1.5
Grains (oz eq) <sup>f</sup>	7-10 (1) <sup>g</sup>	8-10 (1) <sup>g</sup>	9-10 (1) <sup>g</sup>	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	0 <sup>a</sup>	0 <sup>a</sup>	0 <sup>a</sup>	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) <sup>h</sup>	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week						
Min-max calories (kcal) <sup>b</sup>	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories) <sup>b</sup>	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg) <sup>so</sup>	≤ 540	≤ 600	≤ 640	≤ 1230	≤ 1360	≤ 1420
Trans fat <sup>b</sup>	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving					

<sup>a</sup>Food items included in each group and subgroup and amount equivalents. Minimum creditable serving is 1/8 cup.

<sup>b</sup>One-quarter cup of dried fruit counts as 1/2 cup of fruit; 1 cup of leafy greens counts as 1/2 cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100 percent full-strength.

<sup>c</sup>Larger amounts of these vegetables must be served.

<sup>d</sup>This category consists of *Other Vegetables* as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, the *Other Vegetables* requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in 210.10(c)(2)(iii).

<sup>e</sup>Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.

<sup>f</sup>Beginning July 2, 2012 (SY2012-2013), at least half of the grains offered must be whole grain-rich. Beginning July 1, 2014 (SY2014-2015), all grains must be whole grain-rich.

<sup>g</sup>Beginning July 1, 2012 (SY2012-2013), all fluid milk must be lowfat (1 percent or less, unflavored) or fat-free (unflavored or flavored).

<sup>h</sup>Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, *trans* fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent are not allowed.

<sup>so</sup>Final sodium targets must be met no later than July 1, 2022 (SY2022-2023). The first intermediate target must be met no later than SY2014-2015, and the second intermediate target must be met no later than SY2017-2018. See required intermediate specifications in §210.10(f)(3).

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## APPENDIX—AFTER-SCHOOL SNACK MEAL PATTERNS

Select two of the four components for a reimbursable snack:

1 milk	1 cup	fluid milk
1 fruit/vegetable	3/4 cup	juice <sup>1</sup> , fruit, and/or vegetable
1 grains/breads <sup>2</sup>	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup	bread or cornbread, biscuit, roll, or muffin or cold dry cereal or hot cooked cereal or pasta, noodles, or grains
1 meat/meat alternate	1 oz 1 oz 1 oz 1/2 large 1/4 cup 2 Tbsp 1 oz 4 oz	lean meat, poultry, or fish <sup>3</sup> , or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butter or nuts and/or seeds or yogurt <sup>4</sup>

<sup>1</sup> Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only other snack component.

<sup>2</sup> Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

<sup>3</sup> A serving consists of the edible portion of cooked lean meat, poultry, or fish.

<sup>4</sup> Yogurt may be plain or flavored, unsweetened or sweetened.

## SUMMER FOOD SERVICE PROGRAM MEAL PATTERN

Select all three components for a reimbursable breakfast:

1 milk	1 cup	fluid milk
1 fruit/vegetable	1/2 cup	juice <sup>1</sup> and/or vegetable
1 grains/breads <sup>2</sup>	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup	bread or cornbread, biscuit, roll, or muffin or cold dry cereal or hot cooked cereal or pasta, noodles, or grains

<sup>1</sup> Fruit or vegetable juice must be full-strength.

<sup>2</sup> Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

Select all four components for a reimbursable lunch or supper:

1 milk	1 cup	fluid milk
2 fruits/vegetables	3/4 cup	juice <sup>1</sup> , fruit, and/or vegetable
1 grains/breads <sup>2</sup>	1 slice 1 serving 1/2 cup 1/2 cup	bread or cornbread, biscuit, roll, or muffin or hot cooked cereal or pasta, noodles, or grains
1 meat/meat alternate	2 oz 2 oz 2 oz 1 large 1/2 cup 4 Tbsp 1 oz 8 oz	lean meat, poultry, or fish <sup>3</sup> , or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butter nuts and/or seeds or yogurt <sup>4</sup>

<sup>1</sup> Fruit or vegetable juice must be full-strength.

<sup>2</sup> Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

<sup>3</sup> A serving consists of the edible portion of cooked lean meat, poultry, or fish.

<sup>4</sup> Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.

<sup>5</sup> Yogurt may be plain or flavored, unsweetened or sweetened.

## CHILD AND ADULT FOOD PROGRAM (CACFP) MEAL PATTERN

Breakfast (Select all three components for a reimbursable meal)				
Food Components and Food Items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup> (At-Risk After-School Pro- grams and Emer- gency Shelters)
Fluid Milk <sup>3</sup>	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Vegetables, fruits, or portions of both <sup>4</sup>	1/4 cup	1/2 cup	1/2 cup	1/2 cup
Grains (oz eq) <sup>5,6,7</sup>				
Whole grain-rich or enriched bread	1/2 slice	1/2 slice	1 slice	1 slice
Whole grain-rich or enriched bread product such as biscuit, roll, or muffin	1/2 serving	1/2 serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>8</sup> , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup	1/2 cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) <sup>8,9</sup>				
Flakes or rounds	1/2 cup	1/2 cup	1 cup	1 cup
Puffed cereal	3/4 cup	3/4 cup	1 1/4 cups	1 1/4 cups
Granola	1/8 cup	1/8 cup	1/4 cup	1/4 cup

<sup>1</sup> Must serve all three components for a reimbursable meal. Offer versus Serve is an option for at-risk after-school participants.

<sup>2</sup> Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

<sup>3</sup> Must be unflavored whole milk for children aged one. Must be unflavored lowfat (1 percent) or unflavored fat-free (skim) milk for children aged two through five years old. Must be unflavored lowfat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

<sup>4</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

<sup>5</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count toward meeting the grains requirement.

<sup>6</sup> Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternate is equal to one ounce equivalent of grains.

<sup>7</sup> Beginning October 1, 2019, ounce equivalents (oz eq) are used to determine the quantity of creditable grains.

<sup>8</sup> Breakfast cereals must contain no more than six grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

<sup>9</sup> Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is 1/4 cup for children aged 1 to 2; 1/3 cup for children aged 3 to 5; and 3/4 cup for children aged 6 to 12.

## CHILD AND ADULT FOOD PROGRAM (CACFP) MEAL PATTERN

<b>Lunch and Supper</b> <b>(Select all five components for a reimbursable meal)</b>				
<b>Food Components and Food Items<sup>1</sup></b>	<b>Ages 1-2</b>	<b>Ages 3-5</b>	<b>Ages 6-12</b>	<b>Ages 13-18<sup>2</sup></b> (At-Risk After-School Pro- grams and Emer- gency Shelters)
<b>Fluid Milk<sup>3</sup></b>	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
<b>Meat/Meat Alternates</b>				
Lean meat, poultry, or fish	1 ounce	1 1/2 ounces	2 ounces	2 ounces
Tofu, soy product, or alternate protein products <sup>4</sup>	1 ounce	1 1/2 ounces	2 ounces	2 ounces
Cheese	1 ounce	1 1/2 ounces	2 ounces	2 ounces
Large egg	1/2	3/4	1	1
Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup	1/2 cup
Peanut butter or soy nut butter or other nut or seed butters	4 ounces or 1/2 cup	6 ounces or 3/4 cup	8 ounces or 1 cup	8 ounces or 1 cup
Yogurt, plain or flavored unsweetened or sweetened <sup>5</sup>	4 ounces or 1/2 cup	6 ounces or 3/4 cup	8 ounces or 1 cup	8 ounces or 1 cup
The following may be used to meet no more than 50% of the requirement: Peanuts, soy nuts, tree nuts or seeds, as listed in Program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounce of nut/seeds = 1 ounce of cooked lean meat, poultry, or fish)	1/2 ounce = 50%	3/4 ounce = 50%	1 ounce = 50%	1 ounce = 50%
<b>Vegetables<sup>6</sup></b>	1/8 cup	1/4 cup	1/2 cup	1/2 cup
<b>Fruits<sup>6,7</sup></b>	1/8 cup	1/4 cup	1/4 cup	1/4 cup
<b>Grains (oz eq)<sup>8,9</sup></b>				
Whole grain-rich or enriched bread	1/2 slice	1/2 slice	1 slice	1 slice
Whole grain-rich or enriched bread product such as biscuit, roll, or muffin	1/2 serving	1/2 serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>10</sup> , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup	1/2 cup

<sup>1</sup> Must serve all five components for a reimbursable meal. Offer versus Serve is an option for at-risk after-school participants.

<sup>2</sup> Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

<sup>3</sup> Must be unflavored whole milk for children aged one. Must be unflavored lowfat (1 percent) or unflavored fat-free (skim) milk for children aged two through five years old. Must be unflavored lowfat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

<sup>4</sup> Alternate protein products must meet the requirements in Appendix A to Part 226.

<sup>5</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

<sup>6</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

<sup>7</sup> A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.

<sup>8</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count toward the grains requirement.

<sup>9</sup> Beginning October 1, 2019, ounce equivalents (oz eq) are used to determine the quantity of creditable grains.

<sup>10</sup> Breakfast cereals must contain no more than six grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

## CHILD AND ADULT FOOD PROGRAM (CACFP) MEAL PATTERN

Snack (Select two of the five components for a reimbursable snack)				
Food Components and Food Items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup> (At-Risk After-School Pro- grams and Emer- gency Shelters)
Fluid Milk <sup>3</sup>	4 fluid ounces	4 fluid ounces	8 fluid ounces	8 fluid ounces
<b>Meat/Meat Alternates</b>				
Lean meat, poultry, or fish	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Tofu, soy product, or alternate protein products <sup>4</sup>	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Cheese	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Large egg	1/2	1/2	1/2	1/2
Cooked dry beans or peas	1/8 cup	1/8 cup	1/4 cup	1/4 cup
Peanut butter or soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp	2 Tbsp
Yogurt, plain or flavored unsweetened or sweetened <sup>5</sup>	2 ounces or 1/4 cup	2 ounces or 1/4 cup	4 ounces or 1/2 cup	4 ounces or 1/2 cup
Peanuts, soy nuts, tree nuts, or seed	1/2 ounce	1/2 ounce	1 ounce	1 ounce
<b>Vegetables<sup>6</sup></b>	1/2 cup	1/2 cup	3/4 cup	3/4 cup
<b>Fruits<sup>6</sup></b>	1/8 cup	1/4 cup	1/4 cup	1/4 cup
<b>Grains (oz eq)<sup>7,8</sup></b>				
Whole grain-rich or enriched bread	1/2 slice	1/2 slice	1 slice	1 slice
Whole grain-rich or enriched bread product such as biscuit, roll, or muffin	1/2 serving	1/2 serving	1 serving	1 serving
<b>Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold)<sup>9,10</sup></b>				
Flakes or rounds	1/2 cup	1/2 cup	1 cup	1 cup
Puffed cereal	3/4 cup	3/4 cup	1 1/4 cups	1 1/4 cups
Granola	1/8 cup	1/8 cup	1/4 cup	1/4 cup

<sup>1</sup> Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.

<sup>2</sup> Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

<sup>3</sup> Must be unflavored whole milk for children aged one. Must be unflavored lowfat (1 percent) or unflavored fat-free (skim) milk for children aged two through five years old. Must be unflavored lowfat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

<sup>4</sup> Alternate protein products must meet the requirements in Appendix A to Part 226.

<sup>5</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

<sup>6</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

<sup>7</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count toward meeting the grains requirement.

<sup>8</sup> Beginning October 1, 2019, ounce equivalents (oz eq) are used to determine the quantity of creditable grains.

<sup>9</sup> Breakfast cereals must contain no more than six grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

<sup>10</sup> Beginning October 1, 2019, the minimum serving sizes specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is 1/4 cup for children aged 1 to 2; 1/3 cup for children aged 3 to 5; and 3/4 cup for children aged 6 to 12.





EMPLOYERS MUTUAL CASUALTY COMPANY  
TULSA HONOR ACADEMY CHARTER

POLICY NO: 5A7-81-05---20  
EFF DATE: 07/23/20 EXP DATE: 11/09/20

COMMERCIAL PROPERTY SCHEDULE

Loc No: 003 1421 S SHERIDAN RD  
TULSA, OK  
74112-6619

For Inspection Contact: SEE AGENT ON DEC PAGE

Location Number 003  
Building Number 001

Description:  
1 STORY JSTD MAS BLDG  
IN PROTECTION CLASS 01

Occupancy:  
HIGH SCHOOL (NEW)

Deductible Per Occurrence: \$5,000 On All Covered Causes of Loss  
Except: \$ 25,000 On Windstorm Or Hail

Coverage	Limit of Insurance	Covered Causes Of Loss	Spec Coin Int	Optional Coverages
BUILDING	\$ 13,952,800	Special	90%	Replacement Cost Agreed Value
YOUR BUSINESS PERSONAL PROPERTY	\$ 350,000	Special	90%	Replacement Cost

Miscellaneous Policy Level Coverages

Equipment Breakdown Endorsement See Coverage Form

Property Essential Extension See Coverage Form

Total Premium For Changes \$ 18,526.00

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DATE OF ISSUE: 07/23/20 (BPP)

FORM: CP7001A ED. 2-12 BPP 08/26/19 004 AJ 5A78105 2002



EMPLOYERS MUTUAL CASUALTY COMPANY  
TULSA HONOR ACADEMY CHARTER

POLICY NO: 5A7-81-05---20  
EFF DATE: 11/09/19 EXP DATE: 11/09/20

Risk-35 SIMPLIFIED COMMERCIAL PROPERTY RATING WORKSHEET Term: 1.000  
Rate Effective Date: 08/26/19

-----  
Account Domicile State: OK Commission Contribution(CC): -5.0%  
-----

Loc: 001 St: OK Terr: 721 Cnty: 720 Prot: 01 Terrorism Rating Tier: 03  
Feet to Fire Hydrant: Miles to Fire Station:  
NAICS: 611110

Loc: 001 Building: 001

Bld Class: 1052 Const: 2 Const Year: 1970 Square Footage: 44231  
BCEG: NA Light Steel: N Reinforced Masonry: N Open Sides: N Stories: 1  
Rate Type: CS RCP Code: 1201 ISO Risk ID: TBD000528822  
RMF = IRPM \* CC \* Other \* Package \* MLAR  
0.758 1.050 0.950 1.000 0.760 1.000

Loc: 002 St: OK Terr: 721 Cnty: 720 Prot: 01 Terrorism Rating Tier: 03  
Feet to Fire Hydrant: 300 Miles to Fire Station: 3  
NAICS: 611110

Loc: 002 Building: 001

Bld Class: 1052 Const: 1 Const Year: 2019 Square Footage: 11844  
BCEG: NA Light Steel: N Reinforced Masonry: N Open Sides: N Stories: 1  
Rate Type: CC  
RMF = IRPM \* CC \* Other \* Package \* MLAR  
0.758 1.050 0.950 1.000 0.760 1.000

Loc: 003 St: OK Terr: 721 Cnty: 720 Prot: 01 Terrorism Rating Tier: 03  
Feet to Fire Hydrant: 300 Miles to Fire Station: 3  
NAICS: 611110

Loc: 003 Building: 001

Bld Class: 1052 Const: 2 Const Year: 1956 Square Footage: 117000  
BCEG: NA Light Steel: N Reinforced Masonry: N Open Sides: N Stories: 1  
Rate Type: SS RCP Code: 1201 ISO Risk ID: TBD000666679  
RMF = IRPM \* CC \* Other \* Package \* MLAR  
0.758 1.050 0.950 1.000 0.760 1.000

Loc: 003 Bld: 001 Coverage: Building  
Class: 1052 LCM/Rate Dep: 2.130

Group I

Base + VBI \* Prot \* Terr \* SLEF \* Vandl - SLNB \* Coin \* Coin \*  
0.564 0.000 1.000 1.000 1.000 1.000 0.0000 0.950  
LOI \* Ded \* DLoc \* <50% \* Margn \* AV \* Ord-A \* Ord-P \* Funct \* MulRs \*  
0.528 0.860 1.000 1.000 1.000 1.000 1.000 1.000 1.000 1.000  
DTerr \* PIPP \* IDPub \* IDPrC \* VASOP \* Roof \* RMF \* MLoc \*  
1.000 1.000 1.000 1.000 1.000 1.000 0.758 1.000  
AZFTT = Net Rate \* Limit(Per 100) \* Infln \* TMod  
1.000 0.184 13952800 1.000 1.000  
\* Term \* Chg Fac =  
1.000 0.298

Premium  
\$ 7651.00

DATE OF ISSUE: 07/23/20 (BPP)

(CONTINUED)

WORKSHEET-COMMERCIAL PROPERTY 08/26/19 004 AJ 5A78105 2002



PAGE NO: 2

EMPLOYERS MUTUAL CASUALTY COMPANY  
TULSA HONOR ACADEMY CHARTERPOLICY NO: 5A7-81-05---20  
EFF DATE: 11/09/19 EXP DATE: 11/09/20Risk-35 SIMPLIFIED COMMERCIAL PROPERTY RATING WORKSHEET Term: 1.000  
Rate Effective Date: 08/26/19-----  
Group II (Symbol: B )

Base	* W/H	* Coin	* LOI	* GrIIP	* DLoc	* DedFa	* BCEGS	* Margn	* AV	+
0.973	1.000	0.950	0.387	1	1.000	0.730	1.000	1.000	1.000	
Brand	* Ord-A	* Ord-P	* Funct	* MulRs	* PIPP	* FlSnk	* FLCrd	* WindMit	*	
0.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000		
RoofA	* RoofB	* RMF	* MLoc	=	Net Rate	* Limit(Per 100)	* Infln	* TMod		
1.000	1.000	0.758	1.000		0.198	13952800	1.000	1.000		
* Term	* Chg Fac	=								Premium
1.000	0.298									\$ 8233.00

## Special

Base	* Coin	* Theft	* LOI	* DLoc	* DedFa	* Margn	* AV	+	Brand	*
0.132	0.950	1.000	0.425	1.000	0.860	1.000	1.000	0.000		
Ord-A	* Ord-P	* Funct	* MulRs	* PIPP	* Roof	* RMF	* MLoc	=		
1.000	1.000	1.000	1.000	1.000	1.000	0.758	1.000			
Net Rate	* Limit(Per 100)	* Infln	* TMod							
0.035	13952800	1.000	1.000							
* Term	* Chg Fac	=								Premium
1.000	0.298									\$ 1455.00

## Equipment Breakdown (Rating Tier: 4)

Base	* Inc Rate	=	Net Rate	* Limit(Per 100)	* Term	* Chg Fac	=		Premium
0.006	1.000		0.006	13952800	1.000	0.298		\$	249.00

## Terrorism

Base	* ProtC	* Coin	* Funct	* DLoc	* Ded	* Margn	* SFPRj	=	Net Rate	*
0.002	1.000	0.950	1.000	1.000	0.860	1.000	1.000		0.002	
Limit(Per 100)	* Term	* Chg Fac	=							Premium
13952800	1.000	0.298								\$ 83.00

-----  
Coverage Total \$ 17671.00  
\*\*\*\*\*Loc: 003 Bld: 001 Coverage: Personal Property  
Class: 1052 LCM/Rate Dep: 2.130

## Group I

Base	+ VBI	* Prot	* Terr	* SLEF	* Vandl-	SLNB	* Coin	* LOI	*
0.601	0.000	1.000	1.000	1.000	1.000	0.0000	0.950	0.738	
Ded	* DLoc	* <50%	* Margn	* AV	+ Brnd	* Funct	* FireR	*	
0.860	1.000	1.000	1.000	1.000	0.000	1.000	1.000		
PIPP	* IDPub	* IDPrC	* VASOP	* RMF	* MLoc	* AZFTT	=	Net Rate	*
1.000	1.000	1.000	1.000	0.758	1.000	1.000		0.275	
Limit(Per 100)	* RptFm	* Infln	* TMod						
350000	1.00	1.000	1.000						
* Term	* Chg Fac	=							Premium
1.000	0.298								\$ 287.00

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(CONTINUED)

WORKSHEET-COMMERCIAL PROPERTY

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PAGE NO: 3

EMPLOYERS MUTUAL CASUALTY COMPANY  
TULSA HONOR ACADEMY CHARTERPOLICY NO: 5A7-81-05---20  
EFF DATE: 11/09/19 EXP DATE: 11/09/20Risk-35 SIMPLIFIED COMMERCIAL PROPERTY RATING WORKSHEET Term: 1.000  
Rate Effective Date: 08/26/19-----  
Group II (Symbol: B )Base \* W/H \* Coin \* LOI \* GrIIP \* DLoc \* DedFa \* BCEGS \* Margn \* AV +  
0.835 1.000 0.950 0.619 1 1.000 0.730 1.000 1.000 1.000Brand \* Funct \* PIPP \* FlSnk \* FLCrd \* WindMit \*  
0.000 1.000 1.000 1.000 1.000 1.000RMF \* MLoc = Net Rate \* Limit(Per 100) \* RptFm \* Infln \* TMod  
0.758 1.000 0.272 350000 1.00 1.000 1.000\* Term \* Chg Fac = Premium  
1.000 0.298 \$ 284.00Special (LOI Revision) (Rate Group: N/A) (Class Limit: N/A)  
(Occupancy Category: Institutional - High)Base \* Terr \* Coin \* Watch \* Burgl \* Theft \* LOI \* DLoc \* DedFa \* Margn \*  
0.204 1.434 0.950 1.000 1.000 1.000 0.516 1.000 0.860 1.000AV + Brand \* Funct \* PIPP \* RMF \* MLoc = Net Rate \* Limit(Per 100) \*  
1.000 0.000 1.000 1.000 0.758 1.000 0.093 350000RptFm \* Infln \* TMod  
1.00 1.000 1.000\* Term \* Chg Fac = Premium  
1.000 0.298 \$ 97.00

## Equipment Breakdown (Rating Tier: 4)

Base \* Inc Rate = Net Rate \* Limit(Per 100) \* Term \* Chg Fac = Premium  
0.006 1.000 0.006 350000 1.000 0.298 \$ 6.00

## Terrorism

Base \* ProtC \* Coin \* Funct \* DLoc \* Ded \* Margn \* SFPRj = Net Rate \*  
0.002 1.000 0.950 1.000 1.000 0.860 1.000 1.000 0.002Limit(Per 100) \* Term \* Chg Fac = Premium  
350000 1.000 0.298 \$ 2.00-----  
Coverage Total \$ 676.00  
\*\*\*\*\*Policy Level Coverages  
\*\*\*\*\*

## Property Essential Extension

((Rate \* Exposure Basis) + Wtr Bck) \* Term \* Chg Fac = Premium  
0.03 64990 0 1.000 0.298 \$ 224.00

(The premium was decreased to meet maximum premium by \$1200)

Full Term Premium X Chg Fac = Off Premium  
-150.00 0.298 -45.00\*\*\*\*\*  
-----

Property Premium \$ 18526.00

-----  
Total Premium for Changes \$ 18526.00  
-----

DATE OF ISSUE: 07/23/20 (BPP)

WORKSHEET-COMMERCIAL PROPERTY 08/26/19 004 AJ 5A78105 2002

## INDEPENDENT CONTRACTOR AGREEMENT

This consulting agreement ("Agreement") is entered into by and between Tulsa Honor Academy ("School") and HTC 918, ("Contractor").

### Recitals

WHEREAS, Contractor has experience in the field of teaching, physical education, boxing, and conditioning.

WHEREAS, Contractor is willing to be engaged by School upon the terms and conditions herein contained; and

WHEREAS, a significant portion of School's business is comprised of Confidential Information, as defined below, which School wishes to preserve and protect;

NOW, THEREFORE, in consideration of the recitals, and of the terms, covenants, and conditions set forth herein, and for other good and valuable consideration, receipt of which is hereby acknowledged, School and Contractor mutually agree as follows:

**1. Contracted Services.** School hereby retains Contractor to render the following services to School:

- Boxing instruction, including but not limited to:
  - Planning the workout/lesson
  - Executing the workout/lesson
  - Record-keeping, as related to boxing instruction

It will be the Contractor's responsibility to provide appropriate instructors for all scheduled times. Contractor's obligations shall be conditioned upon receiving such information and cooperation from School as may be reasonably necessary to perform the services.

**2. Relationship of Parties.** This Agreement shall not constitute an employer-employee relationship, and it is the intent of each party that Contractor shall at all times be an independent contractor.

**3. Term.** The term of this Agreement shall commence on the date hereof and shall remain in effect for a period not to exceed twelve (12) months.

**4. Compensation.** For services provided hereunder, Contractor shall be paid a per class (for classes up to 60 minutes) rate of fifty (50) dollars, through the term of the contract. Contractor shall only be entitled to payment or reimbursement for equipment, supplies, or similar items if expressly authorized in advance by School.

**5. Access to and Disclosure of Information.** Contractor agrees that at no time (either during or subsequent to the term of this Agreement) will Contractor disclose or use, except in pursuit of the business of School or any of its subsidiaries or affiliates, any Confidential Information of School, or any subsidiary or affiliate of

School, acquired during the term of this Agreement. The term "Confidential Information" shall mean, but is not limited to, all information which is known or intended to be known only to School and their employees, including any document, record, financial or other information of School, or others in a confidential relationship with School, and further relates to specific business matters such as the School's financial information, identity of students and families, policies and procedures, information, and other information relating to other business of School and their employees. Contractor agrees not to remove Confidential Information from the premises of School except as necessary for Contractor to perform services in accordance with the terms of this Agreement, any document, record, or other information of School or its affiliates.

Contractor agrees to return or destroy, immediately upon termination of Contractor's services hereunder, any and all documentation relating to Confidential Information of School and of others that is in the possession of Contractor, in whatever format it may be maintained, whether provided to, or developed by, Contractor, and to provide a certificate of destruction if required by School.

School may, at any time, revoke Contractor account information to School systems.

Notwithstanding the foregoing, the restrictions contained in this Section 6 shall not apply to any Proprietary and Confidential Information that (i) is a matter of public knowledge or prior personal knowledge (from a source other than a party to this Agreement or its affiliate), (ii) is independently developed by a person not a party to this Agreement without the use, directly or indirectly, of Confidential Information, or (iii) is required by law or the order of any court or governmental agency, or in any litigation or similar proceeding to be disclosed; provided that the disclosing party shall, prior to making any such required disclosure, notify the other party with sufficient notice to permit that party to seek an appropriate protective order.

**6. Proprietary and Confidential Information of Others.** Contractor acknowledges that School works with families and employees that supply School with information of a confidential nature, and that School has legal obligations to preserve the confidential nature of such information. Contractor agrees to treat any information received from Schools of School as confidential, as if it were the Proprietary and Confidential Information of School.

**7. Remedies.** In addition to any other remedies, which School may have by virtue of this Agreement, Contractor agrees that in the event that a breach of the confidentiality provisions of this Agreement occurs or is threatened, School shall be entitled to obtain an injunction against Contractor from a court of competent jurisdiction to restrain any breach of confidentiality.

**8. Termination.** Either party may terminate this Agreement, with or without cause, upon thirty (30) days' advance written notice to the other, unless otherwise mutually agreed upon.

**9. School's Representations.** School represents that it has the full right and authority to enter into and perform this Agreement. The consummation of the Agreement and the transactions contemplated herein do not violate any outstanding assignments, grants, licenses, encumbrances, obligations, agreements or understanding between School and any other person or entity. School represents and warrants to Contractor that School is able to timely pay Contractor all fees and expenses incurred in the performance of the services hereunder.

**10. Amendments.** This Agreement may be amended only in a writing signed by both parties.

**11. Independent Contractor; No Agency.** The parties agree that at all times during the term of this Agreement, Contractor shall continue to be an independent Contractor, and is not authorized as, nor shall be deemed to be an employee, agent, partner, joint venturer, or representative of School. Neither party has the authority to bind the other or to incur any liability on behalf of the other, nor to direct the employees of the other. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between School and Contractor or any employee or agent of Contractor. Contractor shall retain the right to perform services for others during the term of this Agreement.

**12. Payment.** Contractor shall invoice School monthly, and School shall pay in net-30 terms. The invoice must contain a detailed listing of billed classes.

**13. Miscellaneous.** No waiver by School of any breach of this Agreement by Contractor shall be considered to be a waiver of any other breach. Should any litigation be commenced between School and Contractor relating to any such breach, the prevailing party shall be entitled, in addition to such other relief as may be granted, reasonable costs and attorney's fees relating to such litigation. If any term or provision of this Agreement is determined to be illegal or invalid, such illegality or invalidity shall not affect the validity of the remainder of this Agreement. This Agreement shall be governed by the laws of the State of Oklahoma.

Additionally, the Contractor must provide completed background checks (specific type to be approved by Tulsa Honor Academy) for any person entering campus on the Contractors behalf.

This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof.

IN WITNESS WHEREOF, the parties have executed this Agreement:

SCHOOL

Tulsa Honor Academy

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

CONTRACTOR

HTC 918

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date



# TranSolPro, LLC

Providing transportation and parking solutions

5711 E. 102<sup>nd</sup> St

Tulsa, OK 74137

918.830.0315 ©

918.299.9525 fax

## CONTRACT AND AGREEMENT

THIS CONTRACT AND AGREEMENT, made and concluded this 13<sup>th</sup> Day of July, 2020, by and between **TranSolPro, LLC** ("**TranSolPro, LLC**") of Tulsa County, Oklahoma, party of the first part, Contractor, and **Tulsa Honor Academy (THA)** of Tulsa County, Oklahoma, party of the second part.

WITNESSETH: That said party of the first part, in consideration of the covenants and agreements hereinafter made and entered into with party of the second part that said party of the first part for the sum

**\$65.00 per hour, with a two (2) hour minimum, \$130.00 per day, for the specific event(s)**

To be paid by the party of the second part in the sums and amounts hereinafter specified, agrees and binds himself to:

TranSolPro, LLC will provide a shuttle to transport to/from the listed locations.

Tulsa Honor Academy (THA) High School Location, and Tulsa Honor Academy Middle School location to Will Rogers United Methodist Church, for the purpose of basketball practice and games as directed Times will be from 3P Monday thru Thursday, as directed by THA

Tentative start date will be August 31, 2020, and continue as directed until February 12, 2021, or until scheduled events are completed.

**Any additions and/or deletions from original estimate of work will be a mutual agreement between Tulsa Honor Academy and TranSolPro, LLC**

And party of the first part agrees to do all work in a good mechanical and workmanship manner, and in accordance with specifications and agreements herein above specified.

Insurance of TranSolPro, LLC. currently on file and in force

**TERMS OF PAYMENT:** Payment submitted via ACH every other Friday, based on invoice  
Provided by TSP to THA

### CONTRACTOR

TranSolPro, LLC

By: C. Kevin Sparks  
Title: President, Managing Member  
Date: July 13, 2020

### CLIENT

Tulsa Honor Academy

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

## WRUMC Gym (Basketball) Costs According to COVID Plans

### Fees:

- \$15/hr for gym space
- \$25/day for kitchen (concessions of game days)
- \$25/day for two rooms (most likely won't use this)

### **Plan A:** Blended Learning (two days instructional/two days distance learning)

- Practice:
  - \$15/hr (22.50/hr per 1.5 hr practice)
  - \$25/day for kitchen (concessions of game days)
    - HS:  $22.50 \times 2 \text{ days per week} \times 16 \text{ weeks during school year} = \$720$
    - MS:  $22.50 \times 1 \text{ day per week} \times 16 \text{ weeks during school year} = \$360$
    - Total for both: \$1080
- Games:
  - \$15/hr for gym space
  - \$25/day for kitchen (concessions of game days)
    - 9 home events (includes events when MS & HS play the same day/evening/tentative)
      - $\$25 \times 9 = \$225$
    - 21 total hours of home games (subject to change/go up if more games are scheduled or decrease if there are canceled games)
      - $21 \text{ hours} \times \$15/\text{hr} = \$315$
    - Scholar vs Staff Basketball game (Tentative)
      - $2 \text{ hours} \times \$15/\text{hr} = \$30$
      - \$25/day for kitchen (concessions of game days) = \$25
- ANTICIPATED GRAND TOTAL: **\$1675**

### **Plan B:** All Distance Learning (all virtual)

- No use of the gym until further notice
- All workouts/practices would be done virtually through instruction provided by the coaches

### **Plan C:** All instructional days (AKA back to normal)

- Practice:
  - \$15/hr (22.50/hr per 1.5 hr practice)

- HS:  $22.50 \times 4 \text{ days per week} \times 16 \text{ weeks during school year} = \$1440$
  - MS:  $22.50 \times 2 \text{ days per week} \times 16 \text{ weeks during school year} = \$720$ 
    - Total for both: \$2160
- Games:
  - 21 total hours of home games (subject to change/go up if more games are scheduled or decrease if there are canceled games)
    - 21 hours  $\times$  15/hr = \$315
  - 9 home events (tentative)
    - \$25/day for kitchen (concessions of game days) = \$25
  - Student and teacher basketball game:
    - 2 hours  $\times$  15/hr = \$30
    - \$25/day for kitchen (concessions of game days) = \$25
- ANTICIPATED GRAND TOTAL: **\$2555**



July 16, 2020

Tulsa Honor Academy  
Attn: Amanda Yuen, Director of Operations  
918.946.2567  
ayuen@tulsahonor.org

Dear Ms. Yuen,

Please accept this proposal that will give you and your organization, Tulsa Honor Academy, a better understanding of CommunityCare's Employee Assistance Program (EAP). Please visit our website at [www.ccok.com/EAP](http://www.ccok.com/EAP) for additional information.

Based on the information provided, we can offer a quote of \$1.16 per employee per month for a 1-3 session model. Meaning, employees and their dependents may receive up to 3 sessions per person, per problem, per year based on problem identification and resolution. CommunityCare EAP also covers employees' dependents at no extra cost to either the employer or employee. Also included are trainings for supervisors and employees on a variety of topics (these trainings may be conducted at CommunityCare EAP's Tulsa office, at Tulsa Honor Academy, or via a video-conferencing platform, depending upon the state of the COVID19 crisis). We will also waive the \$250 set up fee.

If you have any additional questions, please call me at your convenience. I may be reached at 918-594-4150 (direct line) or either main office number 918-594-5232, 800-221-3976 between the hours of 8 a.m. and 5 p.m., Monday through Friday.

Best Regards,

A handwritten signature in cursive script that reads "Amy Maner".

Amy Maner  
Account Coordinator  
Employee Assistance Program  
amaner@ccok.com

# Your Estimate



**Your Estimate: 443639**

Date Issued: 07/20/2020

**To: Tulsa Honor Academy**

6146 East 3rd Street

TULSA, OK 74112

Attn. To: Amanda Yuen

Phone: (918) 946-2567

**Prepared By:**

**Your Local You Move Me Team**

2013 A North Willow Ave

BROKEN ARROW, OK 74012

Phone: (918) 286-8860

Email: [Andrew.wilson@youmoveme.com](mailto:Andrew.wilson@youmoveme.com)

Web: <http://www.youmoveme.com>

**Service Location:**

Originating Address: Tulsa Honor Academy

6146 East 3rd Street

TULSA, OK 74112

Destination Address: 1421 South Sheridan Road

TULSA, OK 74112

#	Products & Services	Description/Hourly Services	Unit	Price	Line Total
1.	Truck, Travel, Equipment & Basic Value Protection	Moving truck, flat rate travel fee, specialized moving equipment, standard valuation protection package. Basic valuation is up to 60 cents per pound.	3.00	\$99.00	\$297.00
2.	Move - 4 Man Hourly Based	day 2 Four friendly, uniformed, professional movers	8.00	\$220.00	\$1,760.00
3.	Move - 6 Man Hourly Based	Day 1 Six friendly, uniformed, professional movers	8.00	\$300.00	\$2,400.00
Subtotal					\$4,457.00
Total					\$4,457.00

**Notes:**

Building 1

Building 2

Building 3 250 chairs and desks , 35 lab table, 90 stools

40 FT Container, unseen inside

Moving to warehouse

iT items will be moved by customer, Packed and ready 100%

Time can fluctuate down or up based on reality of move day .

**Understanding Your Estimate:**

Your estimate is based on the Products and Hourly Services described above and has been calculated using our starting rate of **\$125.00 per hour** which includes 2 professional movers, our moving truck and all related moving equipment required for your move. You Move Me is an hourly rate, full service mover. Your final invoice will be based on the actual time it takes to move you (rounded to the nearest 15 minute increments). This estimate also *includes* the time it takes our movers to get from your move origin, to any stops along the way (that you have instructed us to make), and ultimately to your move destination. We use Google Maps to estimate this time, however things like heavy traffic or bad weather can affect the overall time. This estimate also *includes* a one-time flat rate fee. This inclusive fee includes basic valuation coverage for your goods (\$.60/lb), travel to your move and back to our office, as well as the daily gas and insurance for our moving truck. This flat rate fee will be listed as a separate line item on your final invoice. Please remember that this estimate assumes that you will be completely ready when our movers arrive at your home. The more ready you are the less time it will take our movers to complete your move. Check out our TIPS tab at [www.youmoveme.com](http://www.youmoveme.com) for help on getting ready for moving day. At the start of your move, our Crew Leader will do a detailed walk-through of your home or storage unit to make sure everything you wish to have moved is included in the estimate. If there are any additional moving services, boxes or supplies that

you would like included, you can let our friendly Crew Leader know and we would be happy to add them for you. Before your move, your dedicated Move Coordinator will contact you to explain to you how many professional movers we will bring to your move, *and* the details of our hourly rate. We pride ourselves in upfront pricing! It's important to us that you understand your estimate and ultimately how you will be billed. We are here to help you at every step of the way. Our mission is to move YOU and not just your boxes!

[Close Printer Friendly Page](#)


**Applicant:** 72-E018 TULSA CHARTER: HONOR  
ACADEMY

Hotspot Grant Competitive ▼

**Application:** 2020-2021 Hotspot Grant Competitive - 00-  
**Cycle:** Original Application  
**Application Due Date:** 7/24/2020

**Project Period:** 7/1/2020 -  
9/30/2020

[Printer-Friendly](#)

## Assurances

- ☒ By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below that will apply to any subsequent application amendments of all federal programs in which the LEA participates.

### The Local Educational Agency (LEA) hereby assures the Oklahoma State Department of Education that:

1. The LEA, as a recipient of a hotspot grant, shall enter into a service agreement with Verizon for each hotspot at a rate of \$10 per device per month for a minimum of six months for an unlimited 4G LTE Data plan.
2. If, at the end of the minimum six-month service agreement, the LEA seeks to cancel, terminate or otherwise end the service with Verizon, the LEA agrees to promptly return to OSDE any and all devices on which service was terminated or cancelled. The LEA acknowledges and agrees that the service agreement with Verizon will be automatically extended at the same service rate and plan beyond the minimum six months, as provided herein, until the Coronavirus (COVID-19) Pandemic National Emergency has been lifted or June 30, 2021, whichever is later. The LEA further acknowledges the monthly service rate beyond the end date of this agreement (i.e., the date when the Pandemic National Emergency is lifted or June 30, 2021, whichever is later), will be at the market rate, and under such an agreement the equipment will become property of the LEA.
3. The LEA, as a recipient of a hotspot grant, understands that it is the LEA's responsibility for full and timely payment of the six-month service contract for each device after activation, regardless of whether or not that device is actually assigned and deployed to a student. The six-month period begins when the devices are delivered to the LEA.
4. The LEA, as a recipient of a hotspot grant, agrees to assign hotspots received under this grant to low-income students only and further agrees to limit each hotspot to one per family of an enrolled student. However, families with more than three school-age children may receive two hotspots under this grant. The LEA may not resell the equipment provided under the hotspot grant. (NOTE: For purposes of this grant, the count of low-income students is the total count of Economically Disadvantaged students as reported on the FY 20 Consolidated Report.)
5. The LEA, as a recipient of a hotspot grant, understands that these hotspots may only be used on the Verizon network and certifies that its students are able to access the Verizon network.
6. The LEA, as a recipient of a hotspot grant, agrees to deploy hotspots to eligible students within two weeks of receiving the hotspots.
7. The LEA has, and if not, agrees to adopt an internet safety and acceptable-use policy that is

compliant with applicable laws and regulations, including but not limited to the Children's Internet Protection Act (CIPA) governing the use, access, and activity associated with the equipment provided under this grant. OneNet will provide minimum content filtering, including compliance with CIPA, for each hotspot.

8. The LEA, as a recipient of a hotspot grant, will use best efforts to make sure hotspot data is solely used for educational application purposes (i.e., to limit service from being used for non-educational purposes and access to the open Internet).
9. The LEA, as a recipient of a hotspot grant, understands that the pricing contained in this offer is confidential to the full extent allowable under applicable law. The LEA further understands that it is prohibited from sharing the pricing publicly in any manner except as it may be required to do pursuant to applicable law or judicial order or subpoena.
10. In accepting this hotspot grant with the SEA, the LEA agrees that the SEA will have the right to examine and audit all records relevant to execution and performance of this grant project, including those of its agents, subcontractors, assigns, and/or representatives.
11. The LEA assures and understands that at no time during the terms of the grant period shall the LEA have authority to obligate the SEA for payment of any goods or services. If the need arises for goods or services over and above the equipment provided through the hotspot grant, the LEA agrees and understands that it will incur such goods and services on its own and be solely responsible for said goods and services.
12. The LEA agrees that it will be solely responsible for any costs incurred as a result of a lost, damaged or stolen equipment provided under the hotspot grant.
13. Violation of terms and conditions of the grant may lead to termination or suspension of grant.

Assurances Fully Agreed To:



## 20-21 THA RETURN TO SCHOOL PLAN

**DRAFT**

***Anticipated Adoption: July 28, 2020***

### INTRODUCTION

---

As we all know, the COVID-19 pandemic has devastated our community on a local, state, national, and even global level. Now we must grapple with all of the day to day changes this virus has forced upon us and try to find our new “normal”. We also recognize that we owe it to our scholars and families that we do not let these challenges hold us back from fulfilling our mission: to equip all scholars with the academic skills, content knowledge, and ethical character required for college graduation and life success. Despite all of these challenges, still, we must rise. Thus, we are committed to delivering a high quality education despite the current conditions with which we are faced.

Simultaneously, we must create a safe learning and working environment for our scholars, families, and staff. The health of our community must remain at the forefront of every decision made.

Thus, as we prepare for our return to school, we have utilized the following principles to guide our decisions:

- All decisions are made in alignment with [THA's mission and vision](#).
- We prioritize scholar and staff health above all else.
- The policies we propose are backed by local, state, and federal health and educational experts.

The THA Return to Learning Plan is broken up into seven sections:

1. Educational Approaches Overview
2. THA Virtual Learning Classes
3. THA Blended Learning Approach
4. Staff Work Expectations
5. Staff Communications with Scholars
6. Paid Time Off During COVID-19
7. Health And Safety Procedures

## EDUCATIONAL APPROACHES OVERVIEW

While we believe that in person instruction is superior to virtual instruction, we also recognize that not all families may feel safe enough to send their scholars to school in person. We also have to balance how to maintain social distancing recommendations while providing in person instruction. Thus, having scholars attend 100% in person is not a realistic option at this time. Our goal is to eventually, as COVID-19 cases stabilize in Tulsa, we can begin offering this option to families.

Thus, our Return to School Plan provides families with two options for instruction: 1) a 100% virtual classes approach and 2) a blended learning approach.

APPROACH	DESCRIPTION
<b>THA Virtual Learning Classes</b>	<p>If families choose this option, scholars must attend virtual classes 100% of the time. Scholars will remain in their virtual classes until the end of the fall semester. At that point, we will reevaluate the health conditions of our community. If COVID-19 is still a serious threat, we will offer this option for families and scholars once again for the spring semester.</p> <p>Families may sign up for this option <a href="#">here</a>.</p> <p>The last day to sign up for this option will be Friday, August 7.</p>
<b>THA Blended Learning Approach</b>	<p>Any family who does not sign up for the THA Virtual Learning Classes will participate in the THA Blended Learning approach.</p> <p>Scholars will be split into two even groups. Each scholar will attend school in person for 2 days and virtually for 3 days each week.</p> <p>We will communicate the final groupings to families on Friday, August 14.</p>

Finally, please note that all of the policies listed in this plan are subject to change not only as we continue to get information from experts, but also as we learn what works best for our community. Changes will be communicated to all families via THA's primary family communication app, ParentSqaure.

## THA VIRTUAL LEARNING CLASSES

One of the biggest strengths of THA has always been our incredible teachers and the rigorous materials we have created in house. Thus, we will leverage this strength as much as possible during the THA Virtual Learning Classes.

### ATTENDANCE

Attendance will be taken daily. Scholars will log on to an Advisory Morning Check In each morning at 8:15 am. This check in will serve multiple purposes:

1. to count daily attendance and meet the Oklahoma State Department of Education (ODSE)'s attendance requirements.
2. to give the scholars the opportunity to socialize with their peers in an appropriate and educational manner.
3. to build community within each advisory.

If scholars are having connectivity issues, a guardian must contact the school via phone immediately so that the scholar is not counted absent. If a guardian is not available to call, the scholar may call but they will be counted absent until we get confirmation from the guardian.

We recommend that scholars log on to their classes 3-5 minutes early to avoid being late and to ensure they are ready to start the school day right at 8:15.

### CLASSES

Each scholar will be given a schedule when the assignments for each class will be posted. With each assignment, teachers will post a 10-20 minute video to guide the scholars through the lesson. In total, scholars should be able to complete the work within 30 to 45 minutes. Each grade level has different expectations for which classes they will need to complete (see chart below).

Grade Levels	Work Expectations
<b>5th - 6th grade</b>	<p><u>Class Work</u></p> <ul style="list-style-type: none"> <li>• 45 minutes worth of work <u>daily</u> for 1) reading, 2) writing, 3) math, and 4) science classes.</li> <li>• 45 minutes worth of work 2-3 times <u>weekly</u> in 1) social studies class.</li> <li>• 30-45 minute off screen activity <u>daily</u> in Physical Education class.</li> <li>• All classwork must be completed and submitted by 5:00 pm <u>daily</u> unless otherwise specified by the teacher and on the assignment.</li> </ul> <p><u>Homework</u></p>

	<ul style="list-style-type: none"> <li>Two lessons of Think Through Math due <u>weekly</u>.</li> <li>Two lessons of I-Ready due <u>weekly</u>.</li> <li>One DEAR log due <u>daily</u>.</li> </ul>
<b>7th - 8th grade</b>	<p><u>Class Work</u></p> <ul style="list-style-type: none"> <li>45 minutes worth of work <u>daily</u> for 1) ELA, 2) math, 3) science, and 4) social studies classes.</li> <li>45 minutes worth of work 2-3 times <u>weekly</u> in STEM class.</li> <li>30-45 minute off screen activity <u>daily</u> in Physical Education class.</li> <li>All classwork must be completed and submitted by 5:00 pm <u>daily</u> unless otherwise specified by the teacher and on the assignment.</li> </ul> <p><u>Homework</u></p> <ul style="list-style-type: none"> <li>2 lessons of Think Through Math due <u>weekly</u>.</li> <li>2 lessons of I-Ready due <u>weekly</u>.</li> <li>1 DEAR log due <u>daily</u>.</li> </ul>
<b>9th - 10th grade</b>	<p><u>Class Work</u></p> <ul style="list-style-type: none"> <li>24-30 minutes worth of work <u>daily</u> each of their seven classes<sup>1</sup>.</li> <li>All classwork must be completed and submitted by 5:00 pm <u>daily</u> unless otherwise specified by the teacher and on the assignment.</li> </ul> <p><u>Homework</u></p> <ul style="list-style-type: none"> <li>1 English lesson on Winward due <u>weekly</u>.</li> <li>1 Math lesson on Winward due <u>weekly</u>.</li> <li>1 Reading lesson on Winward due <u>weekly</u>.</li> <li>1 Science lesson on Winward due <u>weekly</u>.</li> <li>1 DEAR journal due <u>daily</u>.</li> </ul>
<b>ALL Grades</b>	All scholars must attend a 1 hour live advisory lesson each Friday which will cover our CREDIT Values, College Readiness lessons, organizational skills, etc.

Our grading policies will remain the same as they've been historically during both the THA Virtual Learning Classes and THA Blended Learning Approach.

## TECHNOLOGY

One of the biggest lessons learned from distance learning last year was that scholars who did not use a THA Chromebook and rather a personal device often struggled to log on to classes and access the classwork. Additionally, having all of the scholars on THA Chromebooks will facilitate administering assessments and increase their validity due to safeguards we can put in place.

<sup>1</sup> High school scholar schedules are so individualized, that it is not possible to list each of the courses in a unified way. Each class counts towards a credit they must earn for high school graduation, regardless of the content, so the scholars must attend each class daily to earn the proper credits.

Thus, every scholar will be provided with a THA Chromebook and charger, and they must use the THA Chromebook to log on and access all of the classwork and homework. Necessary technology and other instructional materials will be provided free of charge to scholars, but fees may apply for damage or loss.

## WEEK 0

Week 0 is typically THA's orientation week at the beginning of the school year. Teachers teach/review THA systems and procedures with every scholar to ensure scholars are set up for success for the rest of the school year. Week 0 in the THA Virtual Learning Classes will be differentiated by New to THA and Returning scholars.

Scholar	Description
<b>New to THA</b>	<ul style="list-style-type: none"> <li>Each new scholar will pick up Chromebooks, chargers, and hotspots (if needed) at an assigned time during Week 0.</li> <li>Scholars will be encouraged to attend a 1-2 hour session where we walk through the following systems: <ul style="list-style-type: none"> <li>How to log on to their Chromebooks</li> <li>How to access their daily lessons and homework assignments</li> <li>What are the care of technology expectations and responsibilities</li> </ul> </li> <li>Parents are welcome to stay for the session. Each session will have no more than 9 scholars and 11 people in the room total and we will follow all of the appropriate social distancing protocols.</li> </ul>
<b>Returning</b>	<ul style="list-style-type: none"> <li>Each returning scholar must pick up a Chromebook, charger, and hotspot (if needed) prior to Week 0.</li> <li>Scholars will be given a personalized info sheet with the following information: <ul style="list-style-type: none"> <li>Chromebook and other important apps login</li> <li>Reminder of the care of technology expectations and responsibilities</li> </ul> </li> </ul>

When picking up the requisite technology, all scholars and parents must sign the [THA Scholar and Family Handbook Addendum](#) form stating the following:

- They received a copy of the addendum.
- They understand all of the responsibilities and expectations, which includes responsibility and care for THA technology equipment.

Families will also be given a hard copy of THA's Technology Policy at this time.

If families need to check out a hotspot, they will also be required to fill out the [THA Hotspot Rental Agreement](#) when picking up the technology.

## CONSEQUENCE CONTINUUM

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THA has always strived to create a loving, safe, and structured learning environment. That continues to be our goal even during distance learning. The consequence continuum listed below is a tool to help our team ensure that we are able to maintain this environment despite the online parameters in which we find ourselves. Thus, while the traditional merit/demerit system will not exist during virtual classes, below is the consequence continuum we will follow if scholars make poor choices during their virtual classes.

- **1st infraction:** An email will be sent to the scholar alerting them that they have broken an online expectation. A follow-up video conference with the scholar may also occur.
- **2nd infraction:** An email will be sent to the scholar alerting them that they have broken an online expectation. A ParentSquare message will be sent to the scholar's parent(s) outlining the infraction. A follow-up video conference with the scholar may also occur.
- **3rd infraction:** There will be a video conference with the scholar about the infraction. The scholar must fill out a reflection in relation to the CREDIT value that was broken. A ParentSquare message will be sent to the parents outlining the infraction.
- **4th infraction:** There will be a video conference with the scholar and their parent(s). The scholar will lose socializing abilities in their virtual classes for a determined amount of days depending upon the severity of the infraction. Socializing abilities include but are not limited to commenting on class discussions whether in writing or verbally.
- **5th infraction:** There will be a video conference with the scholar and their parent(s). The scholar will lose socializing abilities in their virtual classes for a determined amount of days depending upon the severity of the infraction. The scholar will also be required to complete an essay in relation to the CREDIT value they broke. The scholar may not regain any social functions until completion of the essay.
- **6th infraction:** There will be a video conference with the scholar and their parent(s). The scholar will lose all social privileges indefinitely.

## THA BLENDED LEARNING APPROACH

All of the scholars not enrolled in the 100% virtual classes will be enrolled in the THA Blended Learning approach. Scholars will attend class in person two days per week and virtually three days per week.

### GROUPINGS

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Scholars will be split into two even groups based on last name (i.e. scholars with last names starting with the letters A-L will be in Group 1, and scholars with the last name starting with the letter M-Z will be in Group 2.)<sup>2</sup>

- Group 1 will attend in person classes on Mondays and Wednesdays and virtual classes on Tuesday, Thursdays, and Friday.
- Group 2 will attend in person classes on Tuesdays and Thursday and virtual classes on Monday, Wednesdays, and Fridays.

### ATTENDANCE

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During in-person lessons, teachers will take attendance at the beginning of every class, as they took attendance in person for the 19-20 school year.

During virtual lessons, teachers will follow the THA Virtual Learning Classes requirements.

### CLASSES

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Teachers will teach a new lesson every day, and the lesson will be the same for all scholars regardless of whether they are in person or virtual. This will help ensure that the two groups are progressing through the materials at the same pace and neither group falls behind.

When teachers are delivering their lessons in person, they will add 5-10 minutes to each lesson to review the previous lesson (virtual) lesson with the class. This will ensure all scholars have time to ask questions in person.

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<sup>2</sup> We recognize that some families have scholars with different last names. We will make accommodations for those families to ensure that siblings can stay together and attend school in person on the same days.

## TECHNOLOGY

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To limit the spread of germs, scholars must utilize a THA Chromebook to be able to submit their assignments virtually in class, even when they are in person. For this reason, and the reasons listed in the THA Virtual Learning Classes, it will be imperative that scholars utilize a THA Chromebook.

Scholars will be responsible for bringing their Chromebook fully charged to school for in person lessons. Scholars will be expected to charge their Chromebooks at home each night to be prepared for school the next day. Each classroom will have extra chargers in the case of an emergency if Chromebooks need charging during the school day. Scholars will also be responsible for keeping the computers clean. In the event of a reassignment, the Operations Team will disinfect the device before distributing the computer to another scholar.

Scholars will be assigned a THA Chromebook and charger which they will be able to take home for the first time on the last day of Week 0. Prior to taking any THA technology equipment home, all scholars and parents must sign a [THA Scholar and Family Handbook Addendum](#) form stating the following:

- They received a copy of the addendum.
- They understand all of the responsibilities and expectations, which includes responsibility and care for THA technology equipment.

Families will also be given a hard copy of THA's Technology Policy at this time. The technology policy is found in the Scholar and Family Handbooks:

- Middle School-[English](#) page 37, [Spanish](#) page 33
- High School-[English](#) page 37, [Spanish](#) page 34

If families need to check out a hotspot, they will also be required to fill out the [THA Hotspot Rental Agreement](#) when picking up the technology.

## WEEK 0

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To be able to cover all of the important orientation lessons, Week 0 is typically four days long but each day is an early release day. Since our scholars will only get two days in person, each day during Week 0 will be a full length instructional day. On the days that scholars are not in person, they will not be required to attend class. Regular academic instruction will begin on Monday, August, 24.



<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8/17</b>	<b>8/18</b> Group 2	<b>8/19</b> Group 1	<b>8/20</b> Group 2	<b>8/21</b> Group 1
<b>8/24</b> Group 1 - In person Group 2 - Virtual	<b>8/25</b> Group 1 - Virtual Group 2 - In Person	<b>8/26</b> Group 1 - In person Group 2 - Virtual	<b>8/27</b> Group 1 - Virtual Group 2 - In Person	<b>8/28</b> Group 1 - Virtual Group 2 - Virtual

### **CONSEQUENCE CONTINUUM**

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THA will continue to utilize THA's traditional consequence continuum during in person instructional days and the THA Virtual Learning Classes consequence continuum (listed above) when the scholar is attending virtual classes.

## STAFF WORK EXPECTATIONS

### TEACHER WORK EXPECTATIONS<sup>3</sup>

COMMUNICATION		
Time	Frequency	Task
7:45 - 8:00 am	Daily	<b>School Virtual Morning Huddle</b> <ul style="list-style-type: none"> <li>Meetings should last 15 minutes or less.</li> <li>Staff should remain “muted” unless speaking</li> <li>Questions should be asked via chat</li> <li>Access the huddle by clicking the LINK in the huddle INVITE</li> <li>Huddle Agenda <ul style="list-style-type: none"> <li>Roll Call</li> <li>Scholar Shout Outs</li> <li>Announcements</li> </ul> </li> </ul>
7:45 am - 5:00 pm	Daily	<b>Be available via g-chat/google hangout</b> <ul style="list-style-type: none"> <li>While you do not need to respond instantaneously, please check it regularly</li> </ul>
8:15 - 8:35 am	Daily	<b>Advisory Morning Meeting</b> <ul style="list-style-type: none"> <li>Advisor(s) meet with advisees every morning to take attendance and build culture</li> <li>Meeting Agenda <ul style="list-style-type: none"> <li>Roll Call</li> <li>Community Builder</li> <li>Announcements</li> </ul> </li> </ul>
Varies per Teacher and Coach	Weekly	<b>Virtual Check-In with Coach</b> <ul style="list-style-type: none"> <li>This check in should last 15-30 minutes, and it replaces your regular debriefs.</li> <li>Expect an agenda for your coach in advance of your session.</li> <li>Staff is expected to have a note taking tool, recent lesson/data, etc on hand.</li> </ul>
9:45 - 10:45 am	Weekly - Fridays	<b>Grade Level Team (GLT) Meeting</b> <ul style="list-style-type: none"> <li>MS GLT Meetings <ul style="list-style-type: none"> <li>Meetings Run by Grade Level Chair (GLC)</li> <li>Agendas set by GLC with feedback from principal as needed</li> </ul> </li> <li>HS GLT Meetings</li> </ul>

<sup>3</sup> These expectations are under the conditions that we start 100% virtual.

		<ul style="list-style-type: none"> <li>○ Teams are set up by the grade level of the scholars you advise, which may differ from the grade level you teach.</li> <li>○ Meetings run by advisors on a rotating basis with feedback from the principal.</li> <li>● All GLT meetings should include a section devoted to discussing scholars of concern, how to best support them, and follow up action items from the team.</li> </ul>
11:00 am - noon	Weekly - Fridays	<b>Content Team Meeting</b> <ul style="list-style-type: none"> <li>● MS CT Meetings <ul style="list-style-type: none"> <li>○ Humanities team meetings will be run by the API of Humanities.</li> <li>○ STEM team meetings will be run by the API of STEM.</li> <li>○ Meetings may be split into smaller groups (i.e. split humanities by ELA and Soc. Stu., split by Upper and Lower school)</li> </ul> </li> <li>● HS CT Meetings <ul style="list-style-type: none"> <li>○ Meetings are run by CT members on a rotating basis with feedback from the principal.</li> </ul> </li> </ul>
2:15 - 3:15 pm	Weekly - Fridays	<b>School Site PD</b> <ul style="list-style-type: none"> <li>● PD goes over specific needs of the entire school.</li> <li>● Determination of the PD is made by the individual school lead teams based on the the following: <ul style="list-style-type: none"> <li>○ Timing of the year (i.e. a PD over RCPU if we have RCPU the following week)</li> <li>○ Scholar or staff trends seen across the school</li> <li>○ Requests from staff</li> <li>○ Network wide needs</li> </ul> </li> </ul>
3:30 - 4:00	Weekly - Fridays	<b>Closing Huddles</b> <ul style="list-style-type: none"> <li>● Close out the school week while building team and celebrating each other.</li> <li>● While most of the Closing Huddles will be site specific, some may be network wide.</li> </ul>
At Teacher's Discretion	Once every two weeks	<b>Virtual Check-In with Advisees<sup>4</sup></b> <ul style="list-style-type: none"> <li>● Once every two weeks, advisors must have a 10-15 minute check-in with each of their advisees.</li> <li>● The advisor must give the scholar the choice between the two check-in formats: <ul style="list-style-type: none"> <li>○ Phone Call</li> <li>○ Video conference</li> </ul> </li> </ul>

<sup>4</sup> This task also applies to any Ops Team member who is also an advisor.

		<ul style="list-style-type: none"> <li>During grade level meetings, teams should be going over scholars of concern regarding completion of materials. <ul style="list-style-type: none"> <li>Advisors should reach out via phone call directly to the parents of the scholar of concern.</li> <li><a href="#">Agenda for Teacher/Scholar Check-In</a> Example</li> </ul> </li> </ul>
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## LESSON PLANNING AND EXECUTION

Time	Frequency	Task
EOD	Weekly - Mondays	<p><b>Lesson Plan Submission</b></p> <p>Submit all of your lesson planning materials (skeletons, daily lesson plans, student materials, etc.) two weeks prior to the first Monday of the week's lesson. (i.e. Week 3's LP materials are due the Monday of Week 1.)</p> <ul style="list-style-type: none"> <li><a href="#">MS Planning Templates</a></li> <li>HS Planning Templates</li> <li>Each lesson must include a <b>10-20 minute instructional video</b> where the teacher is reviewing the INM and/or modeling the skills for the scholars. <ul style="list-style-type: none"> <li>This video can be a screen recording of the lesson, recording of you teaching the lesson, or a combination of the two.</li> <li>Teachers will have the opportunity to come on campus and film their lessons.<sup>5</sup></li> <li>Document cameras may be checked out from the school.</li> </ul> </li> </ul>
Varies per Teacher	Daily	<p><b>Upload student materials to Google Classroom</b></p> <ul style="list-style-type: none"> <li>Materials must go live at a specified time that is in line with the scholar schedule.</li> <li>Scholars will only be able to access the day's materials if they "attend" class during the specified time. Otherwise, they will not gain access to the materials.</li> <li>Once scholars have access to the materials, they can work on the assignment at their own pace, but all work must be submitted by 5:00 pm.</li> <li>Reminders <ul style="list-style-type: none"> <li>Ensure the daily lesson is uploaded as an <u>assignment</u></li> <li>While scholar work is due at 5:00, you may provide a late turn-in option for half credit.</li> </ul> </li> </ul>

<sup>5</sup> We are still finalizing guidelines on how many people can be in the building and potential sign up procedures for this. More details to come.

		<ul style="list-style-type: none"> <li>○ Emphasize to scholars to click “turn-in” when they have finished the assignment</li> <li>○ Provide scholars with feedback within 24 hours of the time the assignment is due<sup>6</sup>. Feedback can be: <ul style="list-style-type: none"> <li>■ General/overall comment</li> <li>■ Specific feedback on problems</li> <li>■ Correct/incorrect recognition on problems or questions</li> <li>■ GC Feedback Support <a href="#">Link</a></li> </ul> </li> </ul>
Varies per Teacher	Mondays - Thursdays	<p><b>Teach 1-2 Lessons LIVE Each Day</b></p> <ul style="list-style-type: none"> <li>● Teachers must go live during their scheduled class time.</li> <li>● Teachers can show their video at the beginning of their class, strategically pausing for CFUs, to add Turn and Talks, group discussions, etc. <b>OR</b> Teachers can teach the class completely live and provide the link of the video as a tool for their scholars to access as they complete the independent work.</li> <li>● Once the video/live lesson portion of the class has ended, teachers will stay live for the remainder of the class to be able to answer questions scholars may have. <ul style="list-style-type: none"> <li>○ This will essentially replace office hours from last year.</li> <li>○ Teachers can turn their camera off during this time if no scholar is asking questions.</li> </ul> </li> <li>● On Fridays, teachers will <b>NOT</b> go live. They will simply add the video and student materials to the google classroom. <ul style="list-style-type: none"> <li>○ This is to prepare the scholars for when we transition to a blended approach, since teachers will not be teaching virtual classes live in that setting.</li> <li>○ It also gives teachers ample meeting and work time to prepare for the next week.</li> </ul> </li> </ul>
1:00 - 2:00 pm	Fridays	<p><b>Teach an Advisory Lesson LIVE</b></p> <ul style="list-style-type: none"> <li>● Teacher must post any applicable student materials at this time and deliver that week’s advisory lesson<sup>7</sup>. <ul style="list-style-type: none"> <li>○ 1 lesson per month must be a CRA lesson.</li> </ul> </li> </ul>

<sup>6</sup> For larger assignments/projects, teachers must specify when scholars can expect feedback/grades back from the teacher.

<sup>7</sup> Our College Readiness Advisor (CRA) has been creating an advisory SAS and LPs for teachers to be able to execute during the school year. We have a Summer PD session dedicated to this.

		<ul style="list-style-type: none"> <li>○ 1 lesson per month must be a CREDIT lesson.</li> <li>○ Advisors may choose the remainder of the lessons from the following topics: <ul style="list-style-type: none"> <li>■ DEI</li> <li>■ Organizational Skills</li> <li>■ Team building</li> <li>■ If a teacher is unsure if a topic is appropriate for an advisory lesson, they can reach out to their GLC or our CRA.</li> </ul> </li> </ul>
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## OPS TEAM WORK EXPECTATIONS

*For the purposes of this document, all Operations Team, Discipline Team, Network staff, and Non - Instructional Leadership team members are considered “Ops Team”.*

COMMUNICATION		
Time	Frequency	Task
7:45 - 8:00 am	Daily	<b>School Virtual Morning Huddle</b> <ul style="list-style-type: none"> <li>Meetings should last 15 minutes or less.</li> <li>Staff should remain “muted” unless speaking</li> <li>Questions should be asked via chat</li> <li>Access the huddle by clicking the LINK in the huddle INVITE</li> <li>Huddle Agenda <ul style="list-style-type: none"> <li>Roll Call</li> <li>Scholar Shout Outs</li> <li>Announcements</li> </ul> </li> </ul>
7:45 am - 5:00 pm	Daily	<b>Be available via g-chat/google hangout</b> <ul style="list-style-type: none"> <li>While you do not need to respond instantaneously, please check it regularly</li> </ul>
8:15 - 8:35 am	Daily	<b>Advisory Morning Meeting</b> <ul style="list-style-type: none"> <li>Advisor(s) meet with advisees every morning to take attendance and build culture</li> <li>Meeting Agenda <ul style="list-style-type: none"> <li>Roll Call</li> <li>Community Builder</li> <li>Announcements</li> </ul> </li> </ul>
8:40 - 9:00 am	Daily	<b>Ops Virtual Morning Meeting</b> <ul style="list-style-type: none"> <li>Same as Virtual Morning Huddle.</li> <li>Meetings are centered on Ops tasks and completion of projects across the entire network.</li> </ul>
Varies per Ops Member and Coach	Weekly	<b>Virtual Check-In with Coach</b> <ul style="list-style-type: none"> <li>This check in should last 15-30 minutes, and it replaces your regular debriefs.</li> <li>Expect an agenda for your coach in advance of your session.</li> <li>Staff is expected to have a note taking tool, questions for coach, etc. on hand.</li> </ul>

At Op Team's Discretion	Once every two weeks	<b>Virtual Check-In with Advisees<sup>8</sup></b> <ul style="list-style-type: none"> <li>Once every two weeks, advisors must have a 10-15 minute check-in with each of their advisees.</li> <li>The advisor must give the scholar the choice between the two check-in formats: <ul style="list-style-type: none"> <li>Phone Call</li> <li>Video conference</li> </ul> </li> <li>During grade level meetings, teams should be going over scholars of concern regarding completion of materials. <ul style="list-style-type: none"> <li>Advisors should reach out via phone call directly to the parents of the scholar of concern.</li> <li><a href="#">Agenda for Teacher/Scholar Check-In</a> Example</li> </ul> </li> </ul>
TBD	Weekly or As Needed	<b>Other Scheduled Meetings or On-Site Staffing</b> <ul style="list-style-type: none"> <li>This includes but is not limited to team meetings, meal distribution, staffing the office, etc.</li> </ul>

WORK PLANS		
Time	Frequency	Task
Noon	Weekly - Mondays	<b>Weekly Project Plan</b> <ul style="list-style-type: none"> <li>While the structure/ format of the plans up to each individual Ops Team member, they must include the following: <ul style="list-style-type: none"> <li>List of all tasks anticipated by the end of the week</li> <li>Important due dates</li> <li>Meetings</li> </ul> </li> <li>Here are some sample options: <ul style="list-style-type: none"> <li><a href="#">Together Teacher</a>: You can also get these on the <a href="#">Together site</a>, but you'll need to create a free account.</li> <li><a href="#">Excel/Smartsheet</a>: The action plan template on this site is probably the most useful and could be a great option for a document that you just update each week.</li> <li><a href="#">Notion</a>: I really like this one, and you might, too, if you love checkboxes!</li> <li><a href="#">Management Center</a>: This one is super basic!</li> </ul> </li> </ul>
Varies per Task	ASAP	<b>Ops Team Projects</b> <ul style="list-style-type: none"> <li>Please use the MS Ops Team Tracker and the <a href="#">HS Ops Team Tracker</a> to stay on top of responsibilities.</li> </ul>

<sup>8</sup> This task only applies to any Ops Team member who is also an advisor.



		<ul style="list-style-type: none"> <li>● <b>On-Site or Remote:</b> Due to the nature of the work, some of this must be done on-site. That is noted in the project tracker. When you come on site, please plan to social distance, following the latest CDC guidelines. While you may want to come in pairs or in threes, please do not plan to work with 10 or more people at school.</li> <li>● <b>Bilingual Staff:</b> Because of the rapid translations and interpretations we'll need, you'll see office assistants are not assigned to as many tasks.</li> <li>● <b>Equipment:</b> If you need to take equipment from the school to work from home (laminator, paper cutter, etc.), that is perfectly acceptable. Please, though, share your plans on the Ops Team Google Hangout group in case anyone else is in need.</li> <li>● <b>Ownership:</b> You own the projects listed with your name. However, it's possible that you will need support on a given project or will need to switch. If that's the case, don't fret! You can collaborate with others to do the work. When you do so, please change the name of the owner, so we can best track workload. This is different than originally communicated.</li> <li>● <b>Timelines:</b> Because there are not the same competing priorities during the day as there are at school, <u>these are hard deadlines</u>. Please look ahead and make sure tasks are done on time. If you have questions, reach out to the person listed.</li> </ul>
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## LEADERSHIP TEAM WORK EXPECTATIONS

COMMUNICATION		
Time	Frequency	Task
7:45 - 8:00 am	Daily	<b>School Virtual Morning Huddle</b> <ul style="list-style-type: none"> <li>Meetings should last 15 minutes or less.</li> <li>Staff should remain “muted” unless speaking</li> <li>Questions should be asked via chat</li> <li>Access the huddle by clicking the LINK in the huddle INVITE</li> <li>Huddle Agenda <ul style="list-style-type: none"> <li>Roll Call</li> <li>Scholar Shout Outs</li> <li>Announcements</li> </ul> </li> </ul>
7:45 am - 5:00 pm	Daily	<b>Be available via g-chat/google hangout</b> <ul style="list-style-type: none"> <li>While you do not need to respond instantaneously, please check it regularly</li> </ul>
8:40 - 9:00 am	Daily	<b>Ops Virtual Morning Meeting</b> <ul style="list-style-type: none"> <li>Only operational leaders must attend, however, all are welcome.</li> <li>Same as Virtual Morning Huddle.</li> <li>Meetings are centered on Ops tasks and completion of projects across the entire network.</li> </ul>
Varies per Leader and Coach	Weekly	<b>Virtual Check-In with Coach</b> <ul style="list-style-type: none"> <li>This check in should last 30 - 60 minutes, and it replaces your regular debriefs.</li> <li>Leader and coach are responsible for updating the weekly coaching agendas.</li> <li>Leader must come to meeting prepared with topics to address with coach.</li> </ul>
Varies per Staff Member and Coach	Weekly	<b>Virtual Check-In with Staff Members you Coach</b> <ul style="list-style-type: none"> <li>This check would last 15 - 60 minutes, depending on the staff members you coach</li> <li>If you coach teachers, refer to <u><a href="#">Teacher Communication, Virtual Check-In with Coach</a></u> for details.</li> <li>If you coach Ops Team members, refer to <u><a href="#">Ops Team Communication, Virtual Check-In with Coach</a></u> for details.</li> <li>If you coach leaders, refer to the <u><a href="#">row above</a></u>.</li> </ul>

WORK PLANS		
Time	Frequency	Task
4:00 pm	Weekly - Friday	<b>Weekly Project Plan</b> (for upcoming week) <ul style="list-style-type: none"> <li>While the structure/ format of the plans up to each individual Ops Team member, they must include the following:               <ul style="list-style-type: none"> <li>List of all tasks anticipated by the end of the week</li> <li>Important due dates</li> <li>Meetings</li> </ul> </li> <li>For sample options, you can refer to the list provided under the <u><a href="#">Ops Team, Weekly Project Plans</a></u>. Additionally, you can see these two examples below               <ul style="list-style-type: none"> <li><u><a href="#">Sample Weekly Project Plan 1</a></u></li> <li><u><a href="#">Sample Weekly Project Plan 2</a></u></li> </ul> </li> </ul>
EOD	Monthly - on the First Lead Team Meeting of the month	<b>Priority Plans</b> <ul style="list-style-type: none"> <li>Leaders must complete their three month priority plans and be prepared to discuss with their leadership teams.</li> <li>Refer to Leadership Retreat documents for further guidance.</li> </ul>
EOD	Weekly - Monday or Friday	<b>Feedback on Weekly LPs or Work Plans</b> <ul style="list-style-type: none"> <li>Feedback for weekly lesson plan materials are due by EOD Friday so that teachers have time to implement feedback in each of their lessons the following week prior to delivering the lessons.</li> <li>Feedback for weekly work plans are due by EOD Monday.</li> <li>Feedback is supposed to be a general overview. However, you can provide more in depth feedback if you'd like either in writing or during your check ins.</li> </ul>

## STAFF COMMUNICATION WITH SCHOLARS

Per the guidance of the OSDE, schools and educators must be careful to uphold the Family Education Rights and Privacy Act (FERPA), particularly during distance learning. There are four guiding factors we must use.

### **1. Do not contact scholars via social media.**

You may communicate with scholars via ParentSquare, phone call, texts, email, g-chat, and video conferencing. You may not communicate with scholars using any form of social media.

You may, however, communicate with parents via social media, particularly if they reached out to you via a social media platform or if you have tried to connect with the parents using all of the other forms of communication to no avail. Please note that even if you are communicating only with parents on social media, you must be careful. Try to limit or avoid communicating via social media to families all together.

### **2. Do not share lessons with anyone other than your scholars and THA staff members.**

This means you should not allow anyone who is not a THA scholar or staff member into your google classroom.

You can, however, share ideas or make copies of the lesson and share the lesson with a peer or educator at a different school. We are not trying to limit collaboration with peers across the city, state, or even nation. However, adding outsiders to your google classroom can give them access to materials and potentially student work which would break FERPA.

This also means that we should discourage anyone who is not a student in your class from attending your classes. This includes other family members, even if a sibling is also a THA scholar. THA staff members can attend, particularly a coach if they are attending to give feedback or guidance.

Any reference to specific details of a lesson on social media is considered sharing, and should therefore not happen.

### **3. Record all conversations you have with individual scholars.**

To protect the scholars, the families, and most importantly, the educators, all staff members should document any individual conversations you have with scholars.

The trackers will not be monitored or checked by the THA Leadership Team members regularly, but they may request to view your tracker at any moment.

If you communicate with scholars via g-chat, text, email, or video conferencing, we recommend you track the conversation and note that the conversation happened, as those can be recorded. If you communicate with scholars via phone call, you will need to track the details of the conversation.

Please see the sample [Scholar Conversation Tracker](#) for examples. Also, please make your own copy, title it with your last name (i.e. *Urueta Pollock Scholar Conversation Tracker*), and track your conversations on that version of the document.

**4. Record ALL group meetings with scholars.**

This includes virtual academic and advisory lessons. While this is not an OSDE mandate, this is an extra measure we are utilizing to protect the THA team.

**5. Utilize Zoom for ALL video contact with scholars, including live classes.**

To protect our staff further and to limit some unforeseen scholar discipline issues, all THA employees should use Zoom through Clever when contacting scholars via video.

All accounts (except network office) should be provisioned through Zoom and Clever. Clever has worked with Zoom to reduce restrictions (such as time limit) and added safeguards for schools affected by COVID-19.

Below are links to different instructions/guides to help with the transition.

- Instructions for how to [access Clever](#).
- A short [video of accessing Clever](#)
- How to use [Zoom through Clever](#)
- [Best practices for Zoom classroom use](#) from Zoom

## PAID TIME OFF DURING COVID-19

At no point should someone who has COVID-19 or suspects they have COVID-19 enter the school building; however, depending on circumstances, staff members may be expected to work remotely.

Amanda Yuen, Director of Operations, will be the COVID-19 contact for THA. If you experience any situation that requires you to report, email [ayuen@tulsahonor.org](mailto:ayuen@tulsahonor.org). Next steps will then be communicated via e-mail. In the event of an issue occurring after 5pm that impacts the next day, also text 918-946-2567.

Under the following circumstances, you are expected to self-report and work remotely:

- A person you were in close contact (<6 feet for >10 min) with has been diagnosed with COVID-19
  - Quarantine for 2 weeks (14 days) from the date of exposure
- You have been diagnosed with COVID-19 and are asymptomatic
  - Quarantine for 10 days after the test (as long as you show no symptoms)
- You have been diagnosed with COVID-19 with minor symptoms that allow you to meet daily expectations
  - Quarantine for 10 days after the first symptoms appeared

Working remotely requires meeting all of your coach's expectations for the work day. If you are unable to meet all of those expectations, you must use leave. THA coaches will work to be as flexible as possible during the pandemic.

Under the following circumstances, you are expected to self-report and quarantine; you will use leave, as listed in the table in this section.

- You are sick and are exhibiting COVID-19 symptoms, and you cannot perform the daily expectations
- You have been diagnosed with COVID-19 and are exhibiting symptoms, and you cannot perform the daily expectations

Leave, as listed in the table in this section, will be used until you have met all of the following criteria, per CDC guidelines:

- 3 days with no fever of 100 degrees **and**
- Respiratory symptoms have improved (e.g. cough, shortness of breath) **and**
- 10 days since symptoms first appeared

TYPES OF LEAVE			
Type of Leave	Eligibility	Maximum Amount	Pay
Paid Sick Leave <sup>9</sup>	1, 2, 3	Ten (10) Days or 80 hours, whichever is less	Regular Rate
Partially Paid Sick Leave <sup>10</sup>	4, 6	Ten (10) Days or 80 hours, whichever is less	$\frac{2}{3}$ Regular Rate
PTO	All employees	11 Sick Days 5 Personal Days	Regular Rate
Exhausted Sick Leave	Teachers ONLY For personal accidental injury, illness or pregnancy	20 Sick Days	Regular Rate minus \$140
Partially Paid Expanded Family and Medical Leave <sup>*11</sup>	5 Employed with THA at least 30 calendar days	Fifty (50) Days Minus Applicable PTO	$\frac{2}{3}$ Regular Rate
THA Personal Medical Leave	1, 2, 3, other documented serious health conditions Employed at THA 90 days continuously, used all PTO	Ten (10) Days	Regular Rate
THA Family Care Leave	4, family member's documented serious health condition Employed at THA 90 days continuously, used all PTO	Ten (10) Days	Regular Rate
FMLA	1, 2, 3, 4, or other eligible reason Employed with THA at least 12 months, used all previous leave options	Sixty (60) days	Unpaid, current or similar role guaranteed

<sup>9</sup> This leave is available due to the Families First Coronavirus Response Act. It is expected to be available through December 31, 2020.

<sup>10</sup> This leave is available due to the Families First Coronavirus Response Act. It is expected to be available through December 31, 2020. **Staff members may only use one of the two sick leaves: either Paid Sick Leave OR Partially Paid Sick Leave.**

<sup>11</sup> This leave is available due to the Families First Coronavirus Response Act. It is expected to be available through December 31, 2020. Applicable PTO must be taken first and runs concurrently with expanded family and medical leave. PTO used during this time period will be paid at the regular rate. For instance, if a child care location is closed but the child is not sick, a teacher could take 5 days of PTO (but no sick days) paid at the regular rate and then 45 additional days (for a total of 50) for expanded Family and Medical Leave at  $\frac{2}{3}$  pay.

Unpaid Leave	All employees, at discretion of coach	N/A	Unpaid
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The following reasons qualify for leave related to COVID-19. The employee is unable to work because s/he:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Under any other circumstances, unrelated to COVID-19, PTO (then FMLA, if applicable) will be used. Maternity, Paternity, and Adoption Leaves of Absences will still apply.

Please make sure that you communicate clearly with your Executive Leadership Team member during any potential PTO times and/or if you are unable to complete a daily task for other reasons. If you do not meet a daily expectation (i.e. attend a morning huddle, post daily lesson plans, or complete an ops task by deadline) and you did not communicate with your Executive Leadership Team member, this will be considered a “no show” and therefore PTO will be taken.



## HEALTH AND SAFETY PROTOCOLS

As stated in the introduction, we prioritize scholar and staff health above all else. Therefore, we have added the following health and safety protocols to ensure we keep our community safe.

### COVID-19 HEALTH PROTOCOLS

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Families and staff member **are required** to notify the school if they find themselves in any of the following circumstances:

- If a scholar or staff member tests positive for COVID-19, we will work with the Tulsa Health Department to identify next steps, up to and including transitioning the full school to 100% virtual classes. Guardians of the scholar and staff members must notify THA immediately so that we can begin the transition immediately. Please call the [THA Middle School](#) at (918) 833-9420 and the [THA High School](#) at (918) 438-7204.
- If a scholar or staff member tests positive for COVID-19 and exhibits symptoms, they will be asked to quarantine for 14 days from the date of exposure until they have had no fever for 72 hours or more, improved respiratory symptoms for 72 hours or more, **and** it has been 10 days since the symptoms began
- If a scholar or staff member tests positive for COVID-19 and does **not** symptoms, they will be asked to quarantine for 10 days from the date of the test.
- If a scholar or staff member has exhibited symptoms of COVID-19 within the last 10 days, they will be asked to stay home until they are no longer exhibiting symptoms for 48 hours and/or they provide a test proving they do not have COVID-19. If scholars are well enough to attend virtual classes, they will be able to do every day that they are out. If they are too ill to attend virtual classes, they will be counted as absent. However, these absences will be excused.
- If a scholar or staff member has been in close contact with a person diagnosed with COVID-19 in the past 10 days, they will be asked to quarantine for 14 days from the date of exposure. Close contact is defined as standing within 6 feet of less of that person for 10 minutes or more.

### HEALTH SCREENINGS AND PROTOCOLS

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- **Sick Scholars** - In order to keep all scholars and staff safe, scholars must stay home when they are sick. If scholars exhibit any of the [symptoms](#) outlined by the CDC or they are visibly sick during the school day, the scholar's family will be contacted to pick up the scholar immediately. Sick scholars should not return back to school for 10 calendar days if
  - The scholar has a temperature of 100 degrees or higher in the last 48 hours.

- A scholar has a severe or persistent cough.
- A scholar has diarrhea or has vomited in the last 24 hours.
- A scholar has any other contagious or untreated health condition.

Scholars may participate in the virtual classes during this time if they are well enough to engage in the school work so that they do not fall behind in their classes.

- **Temperature Checks** - Each scholar will have their temperature taken upon arrival to the school. If a scholar has a temperature of 100 degrees or higher, they will not be permitted into their classroom. Instead, they will be sent to a COVID-19 room where they will wait until a family member can pick them up. Families will be contacted immediately.
- **Screener Questions** - In addition to the temperature checks, scholars will have to answer the following questions:
  - Have you or anyone in your household had any of the following symptoms in the last 14 days: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit?
  - Have you or anyone in your household cared for an individual who is in quarantine or is a presumptive positive or has tested positive for COVID-19?
  - Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19?
  - To the best of your knowledge, have you been in close proximity to any individual who tested positive for COVID-19?

If the scholar answers yes to any of the above questions, they will not be permitted into their classroom. They will follow the same protocols as if they have a fever (listed above).

- **Staff Member Requirements** - Staff members must stay home if they are sick, and the same guidelines apply. Staff members will be required to take their own temperature and answer the screener questions independently each morning. They will self report their temperatures and answers to the questions on an internal staff tracker. If COVID-19 is suspected, staff members should not report to work, should follow PTO procedures, AND text 918-946-2567 immediately.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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Every human (scholars and staff) will be required to wear a mask while in the building. THA will give each scholar and staff member one free cloth face mask that they can use. If this is the only face mask scholars own, they will be required to wash it at home with laundry detergent after they wear it and come to school with a clean face mask.

Scholars will be allowed to wear any other face mask so long as it meets the following criteria:

- The mask is either made of 100% cotton, disposable, or an N95 mask.
- The mask covers the scholar's nose and mouth completely.
- The mask does not have inappropriate language or images on it.

We strongly recommend that scholars practice wearing masks at home to begin preparing for the start of the school year.

Scholars and staff may wear face shields and other PPE if they choose, but this will not replace the cloth mask requirement.

## **SCHOOL CLOSURES AND COMMUNICATION**

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### **During 100% virtual learning**

School will not be closed if an individual (scholar or staff member) contracts coronavirus. The only people contacted about a positive diagnosis or other COVID impact would be the Executive Leadership Team and the appropriate School Leadership Teams. Even then, information shared will be minimal and confined to the impact on a person's ability to work.

### **During blended or in-person learning**

If more than 20% of staff members in a given school site are absent (8 staff members at the middle school, 5 staff members at the high school), the school will be closed for that day.

If a person who has been on campus is diagnosed with COVID-19, closure options will vary, based on extent of exposure and recency of time on campus.

- All staff and scholars who have had close contact (<6 feet for >10 minutes) will be notified of the positive test and directed to quarantine and move to virtual learning, although the exact name will not be shared unless the person had consented.
- If more than 30% of the campus is impacted, the campus will close for the duration impacted and move to virtual learning.
- The rooms exposed will be closed down for a deep clean for at least 24 hours.

If the overall transmission rate in the school exceeds the county transmission rate, Tulsa Honor Academy will work with Tulsa Health Department and will likely move to virtual learning for at least two weeks.

### **Communication**

Communication about changes or closures will be communicated via the network's parent communication application, ParentSquare.

## **VISITORS**

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In order to minimize exposure at the school, visitors will not be allowed except for the following reasons:

- IEP meetings, although virtual attendance will be allowed and encouraged
- Approved contacts picking up and dropping scholars off--must stay in main office only
- Vendors required for immediate needs, such as broken air conditioning or a leak

Parents, guardians, and authorized contacts may pick scholars up but may only stay in the main office.

Depending on the number of people in the main office, some visitors may need to wait outside or in the vestibule.

## **SOCIAL DISTANCING**

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We understand that maintaining appropriate social distancing and strong sanitation standards is arguably the most important thing we can do to prevent the spread of illness at THA. Thus, we will adhere to the following social distancing guidelines strictly.

- **Space**
  - Scholar desks will be spread out 6 feet apart.
  - There will be 15 or fewer scholars in each classroom.
  - Each scholar will have a personal hand sanitizer and will be asked to sanitize their hands frequently:
    - Between each class
    - Before and after breakfast, lunch, and snack
    - After receiving class materials
  - Scholars' movement will be restricted as much as possible to minimize the number of people a given scholar is exposed to.
  - All full school or grade level town halls will be conducted remotely, even if scholars are on campus.
  - When walking in the hallways, scholars will be required to walk on the tape. There will be indicators on the floor demarking how far a scholar must stand in order to maintain social distancing.

## **SANITATION**

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To prevent the spread of germs, Operations Team members will keep a log of areas cleaned during the school day.

- **Signage:** Signage will be posted in common areas, indicated expectations for cleaning and health and safety.
- **Doors:** As much as possible, classroom doors should be left open, to minimize the need to touch them.
- **Water Fountains:** Scholars are encouraged to bring clear water bottles, which may stay at the floor by their desks. Water fountains will be disinfected at least twice a day.
- **High Touch Surfaces:** The following will be disinfected at least twice daily:
  - Door knobs and bars
  - Water fountains

- Sinks
- Bathroom doors
- **Desks:** Desktops should be disinfected at least once daily.
- **Outside air:** To increase airflow, windows should be open during the school day as much as possible.

## ARRIVAL AND DISMISSAL

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While the official start and end times of the school day will remain the same, arrival and dismissal times will be adjusted. Doors will open for scholars at the MS at 7:20 am. The school day officially starts at 8:00 am, but we will not start taking attendance until 8:15 am. Each grade level will be assigned a specific entrance to their respective buildings to minimize potential spread of germs.

Staff members report to school at 7:15 am. Therefore, our staff will only have 5 minutes in the morning to settle into their arrival stations and open doors. (Traditionally, we do not open doors until 7:35 because we conduct a daily staff huddle Morning Huddle.) This means that 7:20 am is the absolute earliest time that our staff can open doors for scholars. They will not be supervised if they are dropped off any earlier, which is not safe. Please do not drop off your scholar any earlier than 7:20<sup>12</sup>.

Even though the official end of the school day is 4:30, we will begin the dismissal process at 4:15. To assist with traffic flow, we have staggered the pick up times for each grade.

Grade	Pick Up Time
5th Grade	4:15 - 4:25
6th Grade	4:25 - 4:35
7th Grade	4:35 - 4:45
8th Grade	4:45 - 4:55
9th Grade	4:25 - 4:35
10 Grade	4:35 - 4:45

If a family has scholars in different grades, families should arrive at the pick up time for the younger scholar. If a family has scholars in different sites and the pick up times are the same, please contact the school, and we will work with you to determine the appropriate pick up time for each of your scholars.

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<sup>12</sup> For extenuating circumstances, particularly for scholars with special needs, THA may develop a specialized drop off plan for your scholar(s). Please contact the school for further questions.

## **MATERIALS**

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As mentioned above, scholars will be responsible for bringing their Chromebook charged every day.

Scholars will be responsible for bringing their own materials to class every day. Please note that it will be imperative that scholars bring pencils that are already sharpened to school every day. This will eliminate the need to sharpen pencils during class and the need to touch a pencil sharpener.

Families can find the Middle School supplies list on page 12 of the [MS Scholar and Family Handbook](#) and the High School supplies list on page 14 of the [HS Scholar and Family Handbook](#). All school supplies will be due on the first day scholars report to school in person.

Scholars may also bring their own water bottles. Water bottles must be clear and scholars must have their names on their water bottles to eliminate confusion.

## **TRANSPORTATION**

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We will continue to contract with TPS for transportation services. That means that we will follow their safety protocols. It is likely that the routes and bus stops will remain the same or very similar. However, TPS has not finalized those yet. As soon as we get this information, we will pass it along to families.

While we will continue to provide free transportation, we strongly recommend to all families that they transport their scholar(s) to school if at all possible. This will minimize the number of scholars on each bus and decrease potential spread.

**UNDER CONSTRUCTION**

**Beware... Anything below this point is still being completed**

- **PLTW Computers:** The teacher will disinfect PLTW computers between scholars. To minimize spread, the PLTW teacher will assign one scholar per period to each computer.

## TECHNOLOGY

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Tool	Audience	Purpose
Zoom	Staff members	Virtual lessons Meetings PD Office Hours
Clever	Scholars	Scholar portal

### Access

Staff members may have access to the building during virtual days. However, we will limit the number of staff on campus via a sign up sheet. Staff members will indicate the time they plan to be on campus as well as the locations they'll visit. This allows us to contact-trace should we need to.



## 2020-2021 SCHOLAR AND FAMILY HANDBOOK ADDENDUM-COVID19

### PURPOSE

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The amendments noted below are expected to be in place for the duration of the COVID-19 pandemic response to ensure the safety of scholars, families, and Tulsa Honor Academy Staff. The addendum and following policies are expected to be instated at least part of the 2020-2021 school year but may last the entire school year's duration.

Once Tulsa Honor Academy returns to full-time, in-person instruction, this addendum will no longer apply.

We are continuing to listen to local, state, and federal public health guidance. If guidance is updated and adjustments need to be made, you will be notified through ParentSquare and an update will be posted on our website, [www.tulsaonor.org](http://www.tulsaonor.org).

### HOURS

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In the case of blended learning (with some in-person and some remote days), Tulsa Honor Academy expects to maintain hours Monday through Thursday, although some scholars may be virtual on those days. On Fridays, all scholars will be virtual.

In the case of fully virtual classes, hours are the same but entirely virtual.

### ATTENDANCE

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Attendance will be taken daily, whether in person or virtual. However, scholars who are sick and must stay at home but can still participate fully in virtual lessons on virtual days may participate and will not be counted absent.

Scholars who cannot participate virtually will be counted absent, and parents or guardians should call in to the main office with information about the absence.

Tardies and incomplete days will be based on timely attendance in virtual lessons, at times to be communicated.

Scholars who have been diagnosed with COVID-19, have been within 6 feet for more than 10 minutes of a person diagnosed with COVID-19 in the past 14 days, or who have had symptoms (including a fever of 100 degrees or higher) within the past 14 days **are required** to notify the school. During virtual learning, scholars may continue to attend. However, for in-person





classes, scholars who meet any of these criteria must wait to come on campus until the school has determined they are able to return.

### **HOMEWORK AND MAKEUP WORK**

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Homework may not be assigned during virtual learning. All daily assignments must be complete by 5pm the day assigned and if homework is assigned, scholars must submit it by the specified due date and time.

On either virtual or in person days, all makeup work will be available virtually.

### **SCHOOL SUPPLIES**

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School supplies will be due when Tulsa Honor Academy begins in-person instruction, whether partial or full.

### **SCHOOL BREAKFAST, LUNCH, AND SNACK**

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Scholars will not need to register for the breakfast or lunch program; however, we do ask that each family complete the free and reduced lunch meal application.

During distance learning, we hope to provide lunches and will be finalizing and communicating that process as it evolves.

### **DRESS CODE**

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The dress code will be enforced for any in-person days with the addition of a clean cloth or disposable mask. It will not apply for virtual days.

### **VISITORS**

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For the duration that this addendum is in effect, no visitors will be allowed with the exception of IEP meeting attendees, on an as-needed basis. Parents, guardians, and authorized contacts may pick scholars up but may only stay in the main office.

Depending on the number of people in the main office, some visitors may need to wait outside or in the vestibule.



## TULSA HONOR ACADEMY 2020-2021 Academic Calendar

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

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

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

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

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

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

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

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

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

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

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

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

First or Last Day of Quarter

No School for Students and Teachers/Holidays

Report Card Pick Up/ No School for Students

Early Release Days\*

Professional Development/No School for Students

\* Please Remember that ALL Fridays are Early Release Days, even if not indicated on this calendar.

IMPORTANT DAYS	
July 2020 - August 2020	
July 21 - August 17:	NO SCHOOL for Scholars - Staff PD
August 18:	First Day of School and Day 1 of Quarter 1
August 18-21:	New Student Orientation - Early Release
September 2020 - October 2020	
September 7:	NO SCHOOL - Labor Day
September 8:	NO SCHOOL for Scholars - Staff PD
October 14-16:	NO SCHOOL - Fall Break
October 19-22:	Q1 Interim Assessments - Early Release
October 23:	NO SCHOOL for Scholars - Staff PD
October 26:	First Day of Q2
October 30:	NO SCHOOL for Scholars - RCPU
November 2020 - December 2020	
November 23-27:	NO SCHOOL - Thanksgiving Break
December 21 - January 1:	NO SCHOOL - Winter Break
January 2021 - February 2021	
January 4-5:	NO SCHOOL for Scholars - Staff PD
January 11-14:	Q2 Interim Assessments - Early Release
January 15:	NO SCHOOL for Scholars - Staff PD
January 18:	NO SCHOOL - MLK Day
January 19:	NO SCHOOL for Scholars - RCPU
January 20:	First Day of Q3
February 15:	NO SCHOOL - Presidents Day
February 16:	NO SCHOOL for Scholars - Staff PD
March 2021 - April 2021	
March 15-19:	NO SCHOOL - Spring Break
March 29 - April 1:	Q3 Interim Assessments - Early Release
April 2:	NO SCHOOL for Scholars - Staff PD
April 5:	First Day of Quarter 4
April 9:	NO SCHOOL for Scholars - RCPU
April 26:	NO SCHOOL for Scholars - Staff PD
May 2021 - June 2021	
May 31:	NO SCHOOL - Memorial Day
June 14-16:	Q4 Interim Assessments - Early Release Days
June 17:	NO SCHOOL for Scholars - Staff PD
June 18:	NO SCHOOL for Scholars - RCPU
Total Instructional Days (ID):	178
Total Professional Development Days (PDD):	28
Total Report Card Pick Up (RCPU):	4
<b>Total Calendar Days:</b>	<b>210</b>



Invoice date: 07.26.2020

Invoice # 5139

# Tulsa Honor Academy HS Proposal

**Bill to:**

Tulsa Honor Academy High School  
c/o Amanda Yuen  
ayuen@tulsahonor.org

**Ship to:**

Tulsa Honor Academy High School  
c/o Amanda Yuen  
ayuen@tulsahonor.org

Item description	Quantity:	Price:	Item total:
Full access to entire e-learning site for 250 students for 9 months with custom study plan and check-in support	250	\$375/each	\$93,750
		In-Kind Donation by WA	(\$75,030)
		Cash Donation	(\$5,000)
		Total Due	<b>\$13,720</b>

Notes: We are thrilled Tulsa Honor Academy students will use Winward Academy's educational platform to enhance and guide their goals. We look forward to working with you to maximize their success and to support your teachers!

## Thank you for your business.

**Everyone's Private Tutor.®**

**Winward Academy**  
12670 High Bluff Drive  
San Diego, CA 92130

[winwardacademy.com](http://winwardacademy.com)



## **2020-2021 TULSA HONOR ACADEMY SLATE OF OFFICERS**

- Board Chair: John Gawey
- Board Vice Chair: Cynthia Jasso
- Secretary: Jahaziel Hiriart
- Treasurer: Nancy Carter

To: Elsie Urueta Pollock, Executive Director, Tulsa Honor Academy

From: Level Field Partners

Date: July 21, 2020

Re: Memorandum of Understanding (MOU) re: financial support services

### **MOU with Tulsa Honor Academy**

Pursuant to Level Field Partners' ("LFP") agreement with Charter School Growth Fund ("CSGF"), LFP will be offering real estate and financial planning support to Tulsa Honor Academy ("THA"). Our primary goal will be to help address your near-term facilities and financial challenges while better preparing THA to execute on its longer-term plans. Based on the agreement, LFP will be providing the set of services below.

#### ***Scope of Support***

Level Field will offer direct financial planning support to THA's Executive Director, Director of Operations and Board of Directors. These strategic financial supports will be targeted towards the specific needs of THA and may include:

- Reviewing and refining of FY21 financial plans with a focus on cash flow and scenario analyses regarding possible circumstances caused by COVID-19
- Reviewing and refining key facility inputs into multi-year financial models, including
  - evaluation of NMTC opportunity with Heartland Renaissance Fund
  - evaluation of facility and financing scenarios with the launch of a 2<sup>nd</sup> middle school
- Helping to guide decisions related to the successful completion of the current real estate project and ensuring alignment with required financing covenants
- Participating in board meetings, Finance Committee meetings, etc.
- Conducting ad hoc scenario analyses, as necessary

Level Field Partners is enthusiastic and confident about the positive impacts we will deliver on behalf of THA. From first-hand experience, we realize that, while technical in nature, our work can contribute to the serving of more children, the enrichment of learning environments, and the future economic and programmatic stability of THA. We are confident that our "value add" will be apparent to THA, and that you will view us as a trusted extension of your internal team more than as a third-party vendor.

With best regards,



Alexander P. Shawe  
Founding Partner



David H. Endom  
Founding Partner



Jimmy Henderson  
Partner

THA is accepting of the above Scope of Support by LFP as outlined in this memorandum of understanding (MOU).

**Tulsa Honor Academy**

By: Elsie Urueta Pollock

Title: Executive Director

Signature: \_\_\_\_\_

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