

**NOTICE OF PUBLIC MEETING
OKLAHOMA VIRTUAL CHARTER ACADEMY**

Pursuant to Oklahoma Statute 25-301, notice is hereby given to the members of the Oklahoma Virtual Academy Governing Board members and to the general public that the Governing Board will hold a public meeting, open to the public as specified below. The Governing Board reserves the right to change the order of items on the agenda.

Persons with a disability may request a reasonable accommodation by contacting Audra Plummer 405.259.9478. Requests should be made as early as possible to allow time to arrange the accommodation.

**OKLAHOMA VIRTUAL CHARTER ACADEMY Board Meeting
February 18, 2021 6:30 pm**

**Location: OVCA Tutoring Center
1117 Douglas Blvd., Suite A, Midwest City, OK 73110**

- I. Roll Call**
- II. Call to the public**

This is the time for the public to comment. Members of the Governing Board may not discuss items that are not specifically identified on the agenda. Therefore, action taken as a result of public comment will be limited to directing school staff to study the matter, respond to any criticism, or schedule the matter for further consideration and decision at a later date. 10 minutes.
- III. Discussion and possible approval of minutes of November 12, 2020 OVCA Board regular meeting**
- IV. Updates**
 - a. Board President Update**
 - b. Treasurer's Report**
 - c. Head of School Update**
 - i. Activity Fund Report**
 - ii. School Updates**
 - a. Tutoring Update**
 - b. School Clubs**
 - iii. Dropout Update**
 - d. Board Member Training**
- V. Business**
 - a. Consent Docket**
 - i. Consideration and possible action regarding FY 2021 purchase orders # 317-342**
 - ii. Consideration and possible action regarding change order # 2021-11-1**
 - iii. Consideration and possible action regarding change order # 2021-11-2**
 - iv. Consideration and possible action regarding change order # 2021-11-5**
 - v. Consideration and possible action regarding change order # 2021-11-22**
 - vi. Consideration and possible action regarding change order # 2021-11-27**
 - vii. Consideration and possible action regarding change order # 2021-11-75**
 - viii. Consideration and possible action regarding change order # 2021-11-241**

- ix. Consideration and possible action regarding payment of FY 21 K12 invoices, pending availability of funds
- b. Consideration and possible action for lease amendment for the Tutoring Center at 1117 Douglas, Suite A that lists both schools on the rental contract
- c. Consideration and possible action for lease for new office space at 1117 Douglas, Suite E
- d. Consideration and possible action regarding the FY 21 Supplemental Appropriations
- e. Consideration and possible action regarding the revision to FY 21 budget
- f. Consideration and possible action regarding the Contract for Financial Audit of Public Schools the 2020-2021 School Year
- g. Consideration and possible action regarding the addition of Conrad Michka to OVCA Bancfirst activity fund account ending in -5868
- h. Consideration and possible action regarding the addition of Conrad Michka to OVCA Bancfirst checking account ending in -5420
- i. Consideration and possible action regarding use of the Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19 for assessment
- j. Consideration and possible action regarding Tutor Doctor funding for the remainder of the school year
- k. Consideration and possible action regarding in-person May 2021 graduation
- l. Consideration and possible action regarding school calendar for school year 2021-2022
- m. Consideration and possible action regarding Stride ownership and fulfillment of the hotspots used by OVCA students.
- n. Consideration and possible action regarding purchase of calculators for OVCA High School
- o. Consideration and possible action regarding ELQA and University of Oklahoma
- p. Consideration and possible action regarding OVCA Board Policy: Handbook/Policy Exception Due to State or Federally Declared State of Emergency
- q. Considerations and possible action regarding OVCA Board Policy: Procurement and Purchases
- r. Considerations and possible action regarding OVCA Board Policy: Webcam Policy
- s. Considerations and possible action regarding OVCA Board Policy: Grading Policy
- t. Considerations and possible action regarding OVCA Board Policy: Online Sessions and Sharing Contact Information
- u. Considerations and possible action regarding OVCA Board Policy: Prohibition of Gangs and Gang-Related Behavior or Incidents
- v. Consideration and possible action for amendment to the Education Products Services Agreement school services agreement

VI. New Business

New business means any matter not known about or which could not have been reasonably foreseen prior to the time of posting. 25 § 311(A)(9)

VII. Adjourn

The Board may take any item on this agenda out of order. The Board may discuss and/or vote to approve, disapprove, or take other action on any item listed on this agenda.

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**OKLAHOMA VIRTUAL CHARTER ACADEMY Board Meeting
November 12, 2020 7:00 pm
Location: Oklahoma Public School Resource Center (OPSRC)
309 NW 13th St. STE 103, Oklahoma City, OK 73130**

I. Roll Call

Board Members: Terry Hopper, Board President, Member; Carla Maloy, Member; Dr. Priscilla Griffith, Member; David McNeese, Member

Absent: Bryoney Blakely, Member and Learning Coach

Other: Audra Plummer, OVCA Head of School; Michelle Scionti, State Director of Shared Services; Lewis Starkey, Operations Manager & Minutes Clerk; Chris Pitts, Operations Manager; David Harp, Treasurer; Dr. Rebecca Wilkinson, Statewide Virtual School Board; Jay Jenkins, Independent Financial Auditor; William Johnston, K12 VP; Jennifer Wilkinson, ISOK HOS; Regina Krotzer, K12 Regional Finance Director; Skyler Lusnia, Statewide Virtual Charter School Board, Auditor; Bill Hickman, Lawyer

II. Call to the public

This is the time for the public to comment. Members of the Governing Board may not discuss items that are not specifically identified on the agenda. Therefore, action taken as a result of public comment will be limited to directing school staff to study the matter, respond to any criticism, or schedule the matter for further consideration and decision at a later date. 10 minutes.

III. Discussion and possible approval of minutes of September 15, 2020 OVCA Board regular meeting

Action: Carla Maloy made a motion to approve the September 15, 2020 minutes. David McNeese seconded the motion. The motion passed unanimously.

IV. Updates

a. Board President Update

- i. Glad to have David back

b. Treasurer's Report

Discussion: David Harp gave Treasurer's update.

c. Head of School Update – Audra Plummer introduced the people in the room and those joining via zoom.

- i. **Activity Fund Report**

- a. Audra Plummer discussed the yearbook bringing in funds; Holiday of Hope funds to be dispersed in December.

ii. School Updates

- a. Enrollment numbers**
- b. Truancy**
- c. Website Update** – Audra Plummer asked to get an updated Bio and Pic of each board member.
- d. eSports** – Chris Pitts – 58 participants, meeting weekly, using Discord to meet/coach, PlayDS (\$20 for the whole school for the year) to group participants together to scrimmage other K12 schools. Early signs show grade approvals on the rise as an incentive so the student can participate.
Question: Terry Hopper – Will the kids be in a room together when they play a match? Chris Pitts – No, it will be entirely virtual.
Terry Hopper – Can there be a video of the kids playing so we could see what they are doing? Chris Pitts – Yes, we can do that.
- e. Art Council with Danny Gordon**
- f. Tutoring Update**

iii. Dropout Report

- a. MS – 65, HS – 117**

V. Business

- a. External Auditor's Presentation on FY 2019-2020 Annual Financial Audit** - Jay Jenkins presented the Independent Auditor's FY 2019-2020 Annual Financial Audit

b. Consideration and possible action regarding FY 2019-2020 Annual Financial Audit

Action: Carla Maloy motioned to approve the FY 2019-2020 Annual Financial Audit Report; David McNeese seconded the motion; the motion passed unanimously.

c. Consent Docket

- i. Consideration and possible action regarding FY 2021 purchase orders #290-316**
- ii. Consideration and possible action regarding change order 2020-11-1**
- iii. Consideration and possible action regarding change order 2020-11-75**
- iv. Consideration and possible action regarding change order 2020-11-173**
- v. Consideration and possible action regarding change order 2020-11-203**
- vi. Consideration and possible action regarding change order 2020-11-312**
- vii. Consideration and possible action regarding payment of FY 21 K12 invoices, pending availability of funds**

Action: David McNeese motioned to approve the Consent Docket; Carla Maloy seconded the motion; the motion passed unanimously.

d. Consideration and possible action regarding the updated FY21 budget - Regina Krotzer gave the FY21 budget

Discussion: Audra Plummer went over the major categories that had to increase due to increased enrollment.

Action: Carla Maloy motioned to approve the updated FY21 budget; David McNeese seconded the motion; the motion passed unanimously.

e. Consideration and possible action for sublease for In-Person Tutoring Center at 1117 South Douglas, Suite A

Action: David McNeese motioned to approve the sublease of the Tutoring Center with ISOK; Carla Maloy seconded the motion; the motion passed unanimously.

f. Consideration and possible action for sublease update with Insight School of Oklahoma for space at 1156 South Douglas

Action: Carla Maloy motioned to approve the sublease of the main office with ISOK; Dr. Priscilla Griffith seconded the motion; the motion passed unanimously.

g. Consideration and possible action of removal of Yung Chih Chi, K12 Finance Manager from the Banc First account and addition of Regina Krotzer, K12 Regional Finance Director to the account.

Action: David McNeese motioned to approve adding Regina Krotzer to the Banc First account due to Yung Chih Chi leaving K12; Carla Maloy seconded the motion; the motion passed unanimously.

h. Consideration and possible action regarding the School Cooperative Agreement OVCA and ISOK SY 20-21

Discussion: Amended agreement with the effective date of November 20th, 2020. ISOK board approved the agreement with the amended date.

Action: Dr. Priscilla Griffith motioned to approve the School Cooperative Agreement OVCA and ISOK SY 20-21 as amended with the effective date of November 12th, 2020; Terry Hopper seconded the motion; the motion passed unanimously.

i. Consideration and possible action regarding 2021 OVCA Board meeting dates, time, and location

Discussion: Audra Plummer went over the board meeting dates for 2021

Action: David McNeese motioned to approve the 2021 OVCA Board meeting dates, time, and locations; Carla Maloy seconded the motion; the motion passed unanimously.

j. Consideration and possible action regarding Title 1 School Plans

Discussion: Audra Plummer disclosed how federal dollars are used as it pertains to Title 1 funds.

Action: Carla Maloy motioned to approve the OVCA Title 1 School Plans; David McNeese seconded the motion; the motion passed unanimously.

k. Consideration and possible action regarding American Board

Discussion: Audra Plummer discussed the option to continue looking into the American Board

Action: David McNeese motioned to approve the option to continue looking into the American Board; Carla Maloy seconded the motion; the motion passed unanimously.

l. Consideration and possible action regarding High School Calculator Purchase

Discussion: Audra Plummer discussed the use of Edge Grant funds to purchase High School calculators for students to use with Math courses. Further discussion led to an amendment to the line item as it pertains to reclamation of the calculators. It was determined that the T190 calculators (approximately \$8/each) would not be required to be returned to the school. However, the T184 calculators (approximately \$84/each) would be required to be returned to the school at the end of the year. Reclamation would be handled by Operations and tracked.

Action: David McNeese motioned to approve the purchase, tracking and reclamation of the High

School calculators as amended; Dr. Priscilla Griffith seconded the motion; the motion passed unanimously.

m. Considerations and possible action regarding creation of a process for students to share contact information to support connection outside of the online classroom

Discussion: Line item is motioned to strike from the agenda.

Action: Carla Maloy motioned to strike the agenda item; Terry Hopper seconded the motion; the motion passed unanimously.

n. Discussion and possible action regarding OVCA Residency Committee for Entry Year Teachers

Discussion: Audra Plummer discussed what the committee would do and how it would help new teachers.

Action: David McNeese motioned to approve the OVCA Residency Committee for Entry Year Teachers; Dr. Priscilla Griffith seconded the motion; the motion passed unanimously.

o. Discussion and possible action regarding updating the OVCA School Activity Fund subaccounts and fundraisers FY 21

Discussion: Audra Plummer discussed a silent auction addition; Added funding for postage to handle increased need due to COVID 19

Action: Dr. Priscilla Griffith motioned to approve the addition of a silent auction and postage funding to the OVCA School Activity Fund subaccounts and fundraisers for FY 2021; David McNeese seconded the motion; the motion passed unanimously.

p. Discussion and possible action regarding updating the OVCA Handbook to include Learning Coaches in the distribution of report cards and progress reports

Discussion: Audra Plummer discussed the need to add LC's to the email distributions.

Action: Carla Maloy motioned to approve the update to the OVCA Handbook; David McNeese seconded the motion; the motion passed unanimously.

q. Consideration and possible action regarding OVCA Board Policy Update: 1030 Board of Education: General Duties

Discussion: Bill Hickman went over the amendments to the policy.

Action: David McNeese motioned to approve the update to OVCA Board Policy 1030; Dr. Priscilla Griffith seconded the motion; the motion passed unanimously.

r. Consideration and possible action regarding OVCA Board Policy Update: 3240 Webcam Policy

Discussion: Michelle Scionti explained that the adoption date was omitted so the update to the policy was adding the adoption date to the policy.

Action: David McNeese motioned to approve the update to OVCA Board Policy 3240; Carla Maloy seconded the motion; the motion passed unanimously.

s. Consideration and possible action regarding New OVCA Board Policy: 3260 Clubs and Organizations

Discussion: Bill Hickman discussed the difference between clubs and organizations and how they must adhere to the OVCA anti-discrimination policy.

Action: Dr. Priscilla Griffith motioned to approve the update to OVCA Board Policy 3260; Carla Maloy seconded the motion; the motion passed unanimously.

t. Consideration and possible action regarding OVCA Board Policy Update: 5100 Computer Equipment and Mobile Broadband Devices

Discussion: Bill Hickman discussed the update to the policy to include additional computers and hotspots can be provided to the family with Head of Schools approval.

Action: David McNeese motioned to approve the update to OVCA Board Policy 5100; Carla Maloy seconded the motion; the motion passed unanimously.

u. Consideration and possible action regarding New OVCA Board Policy: 3040 Parent, School, Student Agreement

Discussion: Bill Hickman discussed the policy change that requires the LC being a part of the orientation process.

Action: David McNeese motioned to approve the update to OVCA Board Policy 3040; Dr. Priscilla Griffith seconded the motion; the motion passed unanimously.

v. Consideration and possible action regarding the approval of the PowerSchool quote for our student information system

Discussion: Audra Plummer requested approval for PowerSchool quote for the next year.

Action: David McNeese motioned to approve the quote from PowerSchool; Terry Hopper seconded the motion; the motion passed unanimously.

VI. New Business

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VII. Adjourn

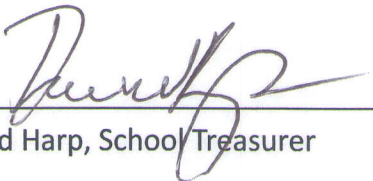
Action: Carla Maloy made a motion to adjourn the meeting at 8:24pm. Dr. Priscilla Griffith seconded the motion. The motion passed unanimously. Meeting Adjourned.

The Board may take any item on this agenda out of order. The Board may discuss and/or vote to approve, disapprove, or take other action on any item listed on this agenda.

OKA

Verification of Financial Statements

I hereby certify under penalty of perjury under the laws of the State of Oklahoma and the United States of America that the foregoing is true and correct to the best of my knowledge as of this 31st day of January 2021.
(Month/Year)



David Harp, School Treasurer

2-3-21

Date

Oklahoma Virtual Charter Academy
Cash Balances - Appropriated Funds
January 31, 2021

	Bank Balance 1/31/2021	Less O/S Warrants 1/31/2021	Cash Balances 1/31/2021
General Fund			
2020-21 FY	4,856,943.91	43,854.67	4,813,089.24
2019-20 FY	819.56	819.56	0.00
2018-19 FY			0.00
Total	4,857,763.47	44,674.23	4,813,089.24
Total Cash Balances	4,857,763.47	44,674.23	4,813,089.24

Oklahoma Virtual Charter Academy

All Appropriated Funds

Treasurer's Activity

7-1-20 to 1-31-21

<u>ASSETS</u>	Beginning Balance	Deposits	Net Transfers	Disbursements	Ending Balance
BancFirst					
Checking	2,068,081.80	11,922,879.95	(486.23)	9,640,813.33	4,349,662.19
Treasury	507,913.21	104.09			508,017.30
Bank service charges					0.00
Investments					0.00
Payable - due to BancFirst					0.00
Receivable - due from BancFirst					0.00
Receivable - due from Vendor	1,644.00	(1,644.00)			0.00
Receivable - due from SAF		(81.89)		(165.87)	83.98
Total Assets	2,577,639.01	11,921,258.15	(486.23)	9,640,647.46	4,857,763.47
 <u>LIABILITIES</u>					
General Fund					
2020-21 FY		11,921,258.15	20,820.45	7,085,134.69	4,856,943.91
2019-20 FY	2,577,639.01		(21,306.68)	2,555,512.77	819.56
2018-19 FY					0.00
Total General Fund	2,577,639.01	11,921,258.15	(486.23)	9,640,647.46	4,857,763.47
Total Liabilities	2,577,639.01	11,921,258.15	(486.23)	9,640,647.46	4,857,763.47

Comments:

The amount shown in the net transfers column represents the following:

Bank service charges - General Fund	(486.23)
AJE (see warrants paid worksheet)	0.00
Total	(486.23)

**Oklahoma Virtual Charter Academy
Bank Summary - Operating Account
All Funds
2020-21 FY**

BancFirst #4026015420
Routing #103003632

Month	Beginning Balance	Deposits	Transfers In	Transfers Out	Disbursements	Ending Balance
7-20	2,068,081.80	2,269.00	SC	68.81	1,007,155.70	1,063,126.29
8		1,459,210.66	SC	69.24	129,824.15	2,392,443.56
9		1,462,124.88	SC	67.75	1,921,654.55	1,932,846.14
10		1,318,495.76	SC	64.57	136,223.10	3,115,054.23
11		1,383,201.26	SC	77.40	1,114,771.40	3,383,406.69
12		1,467,082.68	SC	76.14	1,943,385.90	2,907,027.33
1-21		4,830,495.71	SC	62.32	3,387,798.53	4,349,662.19
2						4,349,662.19
3						4,349,662.19
4						4,349,662.19
5						4,349,662.19
6						4,349,662.19
Total	<u>2,068,081.80</u>	<u>11,922,879.95</u>	<u>0.00</u>	<u>486.23</u>	<u>9,640,813.33</u>	<u>4,349,662.19</u>

BE = Bank error

RC = Returned checks

SC = Bank service charges - printed checks

T = Transfer to/from Treasury Fund

**Oklahoma Virtual Charter Academy
Bank Summary - Treasury Fund
All Funds
2020-21 FY**

BancFirst #*****4684

<u>Month</u>	<u>Beginning Balance</u>	<u>Deposits</u>	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Disbursements</u>	<u>Ending Balance</u>
7-20	507,913.21	4.31				507,917.52
8		4.31				507,921.83
9		4.17				507,926.00
10		4.31				507,930.31
11		4.17				507,934.48
12		4.03		RE 257,934.48		250,004.03
1-21		78.79 RE	257,934.48			508,017.30
2						508,017.30
3						508,017.30
4						508,017.30
5						508,017.30
6						508,017.30
Total	<u>507,913.21</u>	<u>104.09</u>	<u>257,934.48</u>	<u>257,934.48</u>	<u>0.00</u>	<u>508,017.30</u>

T = Transfer to/from Operating Account

RE = Reversed entry - corrected on 1-4-21 (sweep funds per BancFirst)

SC = Service charges

Oklahoma Virtual Charter Academy
Summary of Monthly Revenue
2020-21 FY

Month	Total	General Fund			
7-20	629.31	629.31			
8	1,459,133.08	1,459,133.08			
9	1,462,129.05	1,462,129.05			
10	1,318,500.07	1,318,500.07			
11	1,383,205.43	1,383,205.43			
12	1,467,086.71	1,467,086.71			
1-21	4,830,574.50	4,830,574.50			
2	0.00				
3	0.00				
4	0.00				
5	0.00				
6	0.00				
Total	<u>11,921,258.15</u>	<u>11,921,258.15</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Oklahoma Virtual Charter Academy
Warrants Issued By Month - By Fund
2020-21 FY

Month	Total	General Fund			
		2020-21 FY	2019-20 FY		
7-20	1,049,422.65	159,667.69	889,754.96		
8	735,411.97	92,478.92	642,933.05		
9	1,296,930.53	1,272,828.28	24,102.25		
10	1,216,974.87	861,638.87	355,336.00		
11	22,457.22	22,457.22			
12	1,948,882.91	1,310,435.41	638,447.50		
1-21	3,409,482.97	3,409,482.97			
2	0.00				
3	0.00				
4	0.00				
5	0.00				
6	0.00				
Totals	9,679,563.12	7,128,989.36	2,550,573.76	0.00	0.00

Oklahoma Virtual Charter Academy
Warrants Paid By Month - By Fund
2020-21 FY

Month	Total	General Fund			Bank SC
		2020-21 FY	2019-20 FY	2018-19 FY	
7-20	1,007,073.81	117,332.20	889,741.61		
8	129,824.15	120,336.24	9,487.91		
9	1,921,654.55	1,259,207.30	662,447.25		
10	136,223.10	136,170.60	52.50		
11	1,114,771.40	759,435.40	355,336.00		
12	1,943,385.90	1,304,938.40	638,447.50		
1-21	3,387,714.55	3,387,714.55			
2	0.00				
3	0.00				
4	0.00				
5	0.00				
6	0.00				
Total	9,640,647.46	7,085,134.69	2,555,512.77	0.00	0.00

Oklahoma Virtual Charter Academy**Warrant Accounts - By Funds****2020-21 FY**

<u>2020-21 FY</u>	Total	General		
O/S @ 07-01-20	0.00	0.00	0.00	0.00
Issued to Date	7,128,989.36	7,128,989.36		
Less: Paid to Date	7,085,134.69	7,085,134.69		
O/S @ 1-31-21	43,854.67	43,854.67	0.00	0.00

<u>2019-20 FY</u>	Total	General		
O/S @ 07-01-20	5,758.57	5,758.57		
Issued to Date	2,550,573.76	2,550,573.76		
Less: Paid to Date	2,555,512.77	2,555,512.77		
Less: Estopped	0.00			
O/S @ 1-31-21	819.56	819.56	0.00	0.00

<u>2018-19 FY</u>	Total	General		
O/S @ 07-01-20	0.00	0.00		
Issued to Date	0.00			
Less: Paid to Date	0.00			
O/S @ 1-31-21	0.00	0.00	0.00	0.00

<u>All Years</u>	Total	General		
O/S @ 07-01-20	5,758.57	5,758.57	0.00	0.00
Issued to Date	9,679,563.12	9,679,563.12	0.00	0.00
Less: Paid to Date	9,640,647.46	9,640,647.46	0.00	0.00
O/S @ 1-31-21	44,674.23	44,674.23	0.00	0.00

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 1/1/2021 - 1/31/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
901 High School Prom	\$4,172.15	\$0.00	\$0.00	\$0.00	\$4,172.15	\$0.00	\$4,172.15
921 Middle School Student Recognition	\$137.10	\$0.00	\$0.00	\$0.00	\$137.10	\$0.00	\$137.10
931 Elementary Student Recognition	\$899.56	\$0.00	\$0.00	\$0.00	\$899.56	\$0.00	\$899.56
940 Scholarship Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00
961 REGIONAL STUDENT RECOGNITION/OUTINGS	\$467.34	\$20.20	\$0.00	\$0.00	\$487.54	\$0.00	\$487.54
971 HOSPITALITY FUND	\$1,017.33	\$0.00	\$0.00	\$683.00	\$334.33	\$43.00	\$291.33
972	\$641.46	\$0.00	\$0.00	\$0.00	\$641.46	\$0.00	\$641.46
Total	\$7,484.94	\$20.20	\$0.00	\$683.00	\$6,822.14	\$43.00	\$6,779.14

balance \$6779.14
 outstanding payments \$83.98
 unpaid PO's \$43.00

total \$6906.12

2/4/12-dm

Revenue/Expenditure Detail

Options: Fund: 60, Date Range: 1/1/2021 - 1/31/2021

Transaction	Ref	Prj	Func	Obj	Prg	Sub	JCI	Unit	Date	Description	Amount	
901 High School Prom												
										Begin Balance	\$4,172.15	
										Cash End Balance	\$4,172.15	
										Unpaid PO Total	\$0.00	
901 High School Prom Accrual End Balance											\$4,172.15	
921 Middle School Student Recognition												
										Begin Balance	\$137.10	
										Cash End Balance	\$137.10	
										Unpaid PO Total	\$0.00	
921 Middle School Student Recognition Accrual End Balance											\$137.10	
931 Elementary Student Recognition												
										Begin Balance	\$899.56	
										Cash End Balance	\$899.56	
										Unpaid PO Total	\$0.00	
931 Elementary Student Recognition Accrual End Balance											\$899.56	
940 Scholarship Fund												
										Begin Balance	\$150.00	
										Cash End Balance	\$150.00	
										Unpaid PO Total	\$0.00	
940 Scholarship Fund Accrual End Balance											\$150.00	
961 REGIONAL STUDENT RECOGNITION/OUTINGS												
										Begin Balance	\$467.34	
Receipt	12	961	1990		900			050	1/12/2021	BoxTops	\$20.20	
										Cash End Balance	\$487.54	
										Unpaid PO Total	\$0.00	
961 REGIONAL STUDENT RECOGNITION/OUTINGS Accrual End Balance											\$487.54	
971 HOSPITALITY FUND												
										Begin Balance	\$1,017.33	
Payment	2	971	2199	683	900	0000	000	050	12/7/2020	11007-AMAZON CAPITAL SERVICES	(\$99.34)	
Payment	3	971	2199	683	900	0000	000	050	12/7/2020	11007-AMAZON CAPITAL SERVICES	(\$97.86)	
Payment	4	971	2199	683	900	0000	000	050	12/7/2020	11007-AMAZON CAPITAL SERVICES	(\$97.60)	
Payment	5	971	2199	683	900	0000	000	050	12/7/2020	11007-AMAZON CAPITAL SERVICES	(\$99.80)	
Payment	6	971	2199	683	900	0000	000	050	12/7/2020	11007-AMAZON CAPITAL SERVICES	(\$9.96)	
Payment	7	971	2199	683	900	0000	000	050	1/8/2021	11007-AMAZON CAPITAL SERVICES	(\$98.12)	
Payment	8	971	2199	683	900	0000	000	050	12/7/2020	11007-AMAZON CAPITAL SERVICES	(\$83.98)	
Payment	9	971	2199	683	900	0000	000	050	12/7/2020	11007-AMAZON CAPITAL SERVICES	(\$96.34)	
UnpaidPO	9	971	2199	682	900	0000	000	972	1/12/2021	10037-RACHEL THOMASON	(\$43.00)	
										Cash End Balance	\$334.33	
										Unpaid PO Total	(\$43.00)	
971 HOSPITALITY FUND Accrual End Balance											\$291.33	
972												
										Begin Balance	\$641.46	
										Cash End Balance	\$641.46	
										Unpaid PO Total	\$0.00	
972 Accrual End Balance											\$641.46	
											Total Cash End Balance	\$6,822.14
											Total Accrual End Balance	\$6,779.14

PO BOX 1104
HARRAH, OK 73045-1104
(405) 270-5560



Dir 1 251 8

6337X0C.003 BNCF:0008989



24-Hour
Automated
Account Information
(405) 495-2489

2 *0008989
OKLAHOMA SKYNET INC
DBA OKLAHOMA VIRTUAL CHARTER ACADEMY
1160 S DOUGLAS BLVD
MIDWEST CITY OK 73130-5237



PAGE 1

ACCOUNT NUMBER
4470035868
STATEMENT DATE
1/29/21

Get the *Loyal*
treatment with



- Cell Phone Protection
- \$20,000 AD&D Insurance
- 24 Hour Roadside Assistance
- And so much more for \$5 a month!



*\$100 minimum opening deposit.
Complete disclosures available at any BancFirst office.



ACCOUNT ANALYSIS

Beginning Balance	1/01/21	7,484.94
Deposits / Misc Credits	1	20.20
Withdrawals / Misc Debits	7	599.02
** Ending Balance	1/31/21	6,906.12 **

Service Charge	.00
Enclosures	8

DEPOSITS								
Date	Deposits	Withdrawals	Activity Description					
1/12	20.20		DEPOSIT					
CHECKS								
* indicates skip in check numbers								
Date	Check No.	Amount	Date	Check No.	Amount	Date	Check No.	Amount
1/11	216000002	99.34	1/19	216000005	99.80	1/19	216000007	98.12
1/11	216000003	97.86	1/19	216000006	9.96	1/25	216000009*	96.34
1/19	216000004	97.60						
DAILY BALANCE SUMMARY								
Date	Balance		Date	Balance		Date	Balance	
1/11	7,287.74		1/19	7,002.46		1/25	6,906.12	
1/12	7,307.94							

8002-00000



MSI REV 7/17

www.bancfirst.bank

5727-STMT



Outstanding Payments

Options: Funds: 60, As Of Date: 2/4/2021

Year	Fund	No	Date	Reg Date	Vendor No	Vendor	Amount
2021	60	8	1/13/2021	2/4/2021	11007	AMAZON CAPITAL SERVICES	\$83.98
Total: 2021 60							\$83.98
Total Outstanding:							\$83.98

OVCA

School Year	MS Enrollment	MS Dropouts	MS Dropout Rate	HS Enrollments	HS Dropouts	HS Dropout Rate	Notes
16-17	528	18	3.41%	1048	123	11.74%	
17-18	504	6	1.19%	1005	51	5.07%	
18-19	662	25	3.78%	1294	83	6.41%	
19-20	755	65	8.61%	1262	117	9.27%	*No SMART this year, ASR numbers used
20-21	877	26	2.96%	1224	35	2.86%	*current data, estimate only

Purchase Order Register

Options: Year: 2020-2021, Fund: GEN FUND-FOR OP, Date Range: 7/1/2020 - 6/30/2021, PO Range: 317 - 342

PO No	Date	Vendor No	Vendor	Description	Amount
317	11/04/2020	11089	7 MINDSETS ACADEMY, LLC	BOOKS	220.00
318	11/04/2020	11089	7 MINDSETS ACADEMY, LLC	BOOKS	220.00
319	11/10/2020	11093	AHA! PROCESS, INC.	BOOKS	270.00
320	11/10/2020	11093	AHA! PROCESS, INC.	BOOKS	270.00
321	11/30/2020	10030	LEARNING SCIENCES INTERNATIONAL LLC	VIRTUAL CONFERENCE	4,792.00
322	12/01/2020	11181	LEARNING FORWARD	VIRTUAL PD	398.00
323	12/07/2020	10030	LEARNING SCIENCES INTERNATIONAL LLC	VIRTUAL PD	1,000.00
324	12/07/2020	10030	LEARNING SCIENCES INTERNATIONAL LLC	VIRTUAL PD	1,000.00
325	12/10/2020	11007	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	20.95
326	12/11/2020	11055	ZOOM VIDEO COMMUNICATION, INC	VIDEO CONFERENCING	2,831.78
327	12/11/2020	11182	DANNY GORDON ART	VIRTUAL ART PROGRAM	3,000.00
328	12/15/2020	11081	4IMPRINT, INC.	SUPPLIES FOR SWAG BAGS	1,956.95
329	01/05/2021	11069	CITY OF STILLWATER	WIDA TESTING SITE	196.80
330	01/08/2021	10599	RESULTS COACHING GLOBAL, LLC	VIRTUAL PD	4,000.00
331	01/12/2021	11183	BUSINESSWATCH NETWORK, INC.	VIRTUAL PD	2,000.00
332	01/19/2021	11184	Oklahoma State Dept of Education	CHARTER SCHOOL CLOSURE REIMBURSEMENT	19,696.80
333	01/25/2021	10936	HOLIDAY INN EXPRESS - GUYMON	HOTEL	192.00
334	01/26/2021	11007	AMAZON CAPITAL SERVICES	10 KEY PAD	23.98
335	01/27/2021	10391	HAMPTON INN & SUITES LAWTON, OK	HOTEL	178.00
336	01/27/2021	11185	NATIONAL ASSOC OF BIOLOGY TEACHERS	MEMBERSHIP AND VIRTUAL PD	358.00
337	01/27/2021	11186	HAMPTON INN SHAWNEE	HOTEL	96.00
338	02/01/2021	10487	JOSTENS	DIPOLMA COVERS	2,237.00
339	02/02/2021	10549	HAMPTON INN	HOTEL	89.00
340	02/03/2021	11188	IMAGENET CONSULTING, LLC	PRINTER SUPPLIES	500.00
341	02/05/2021	11189	KAGAN PROFESSIONAL DEVELOPMENT	VIRTUAL PD	4,470.00
342	02/05/2021	10999	DEFINING MOMENT LLC	PHOTOGRAPHY FOR GRADUATIO	450.00
				Non-Payroll Total:	\$50,467.26
				Payroll Total:	\$0.00
				Report Total:	\$50,467.26

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2020-2021, ReferenceDate: PO Date, Date Range: 12/1/2020 - 12/1/2020, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2020	10087	K12 MANAGEMENT INC	BLANKET PO SALARIES & MISC	2,000,000.00
Non-Payroll Total:					\$2,000,000.00
Payroll Total:					\$0.00
Report Total:					\$2,000,000.00

previous PO \$2,000,000.00
increased \$2,000,000.00

new PO \$4,000,000.00

12/1/20
Jm

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2020-2021, ReferenceDate: PO Date, Date Range: 1/26/2021 - 1/26/2021, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
2	07/01/2020	10087	K12 MANAGEMENT INC	BLANKET PO K12 INVOICES	3,000,000.00
Non-Payroll Total:					\$3,004,704.84
Payroll Total:					\$0.00
Report Total:					3,000,000.00

previous po 1,000,000.00
 increased 3,000,000.00

 new po 4,000,000.00
 1/26/21

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2020-2021, ReferenceDate: PO Date, Date Range: 12/8/2020 - 12/8/2020, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
5	07/01/2020	10693	UNITED PARCEL SERVICES , INC.	BLANKET PO SHIPPING	3,600.00
Non-Payroll Total:					\$3,600.00
Payroll Total:					\$0.00
Report Total:					\$3,600.00

Original \$3500.00
increased \$3600.00

new po \$7100.00
12/8/2020/m

Change Order Listing

AW

Options: Fund: GEN FUND-FOR OP, Year: 2020-2021, ReferenceDate: PO Date, Date Range: 12/10/2020 - 12/10/2020,
Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
22	07/01/2020	10764	POWERSCHOOL GROUP LLC	POWER SCHOOL LICENSES	19,928.26

Non-Payroll Total: \$19,928.26

Payroll Total: \$0.00

Report Total: \$19,928.26

Previous PO \$35,696.03
Increased \$19,928.26

new PO \$55,624.29
12/10/20 xm

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2020-2021, ReferenceDate: PO Date, Date Range: 1/5/2021 - 1/5/2021, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
27	07/01/2020	10158	VIRTUAL TECHNOLOGIES GROUP	BLANKET PO LIFE CYC/COMP & MISC	30,000.00
Non-Payroll Total:					\$30,000.00
Payroll Total:					\$0.00
Report Total:					\$30,000.00

original po \$80,000.00
increased 30,000.00
new po \$110,000.00
1/05/21
fcm

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2020-2021, ReferenceDate: PO Date, Date Range: 12/3/2020 - 12/3/2020, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
75	07/01/2020	10039	SANDRA POWELL	BLANKET PO ADMIN EXPENSES	5,000.00
Non-Payroll Total:					\$5,000.00
Payroll Total:					\$0.00
Report Total:					\$5,000.00

original \$1703.21
increased \$5,000.00

new po \$6703.21

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2020-2021, ReferenceDate: PO Date, Date Range: 1/12/2021 - 1/12/2021, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
241	07/15/2020	11109	ALLYSON STEWART	BLANKET PO TEACHER EXPENSES	900.00
Non-Payroll Total:					\$900.00
Payroll Total:					\$0.00
Report Total:					\$900.00

original po \$700.00
increased \$900.00
new po \$1600.00
1/12/21 km

K12 Management Inc.

2300 Corporate Park Drive
Herndon, VA 20171
703-483-7222 phone
703-483-7330 fax

Invoice No.

INV-003-743

COM

Invoice

Customer

Name **Oklahoma Virtual Charter Academy**
Address _____
City _____ State _____ ZIP _____
Phone _____

Date **1/1/2021**
Order No. _____
Rep _____
FOB _____

Description	TOTAL
Charges for January 2021	
K-8 COMPUTERS UPFRONT K-8 87 @ \$75 per unit	\$ 6,525.00
K-8 COMPUTERS MONTHLY K-8 12 @ \$32.5 per unit, 2210 @ \$45 per unit	\$ 99,840.00
HS COMPUTERS UPFRONT HS 21 @ \$75 per unit	\$ 1,575.00
HS COMPUTERS MONTHLY HS 7 @ \$32.5 per unit, 743 @ \$45 per unit	\$ 33,662.50
COMPUTERS RECLAMATIONS 153 @ \$125 per unit	\$ 19,125.00
COMPUTERS LOST(DAMAGE) 1 @ \$500 per unit	\$ 500.00
Payment to be made in accordance with the Educational, Administrative and Technology Services Agreement in effect for the time period stated above.	
<p>By paying this invoice, the Customer acknowledges and agrees that K12 and its subsidiaries, parents and affiliates ("K12") own all intellectual property rights and interests in and to K12's intellectual property, including but not limited to trade secrets, know-how, proprietary data, documents and written materials in any format, artwork, graphics, charts, software, licenses, marketing materials, website design for K12, web site design for the Customer, if any, and curricular materials (collectively, "K12 Proprietary Materials"). The Customer further acknowledges and agrees that K12 owns all intellectual property rights and interests in and to K12's trademarks, service marks and trade names (including K12, K12 (& Design), trade names, trade dress, and logos (collectively, "K12 Proprietary Marks"). If the language in this invoice conflicts with the language contained in the Customer's agreement with K12 ("Agreement"), the language of the Agreement will prevail.</p> <p>The Customer also acknowledges and agrees that it has no intellectual property interest or claims in the K12 Proprietary Materials and K12 Proprietary Marks and has no right to use the K12 Proprietary Materials and Proprietary Marks unless expressly agreed to in writing by K12. The Customer will use the K12 Proprietary Materials and the K12 Proprietary Marks only as provided by the Agreement and this invoice and Customer agrees that it will not alter them in any way, nor will the Customer act or permit action in any way that would impair the rights of K12 in them. The Customer's authorized use will not create any right, title or interest in or to the K12 Proprietary Materials or the K12 Proprietary Marks. K12 will have the right to monitor the quality of the Customer's use of the K12 Proprietary Materials and the K12 Proprietary Marks, and the Customer will notify K12 promptly in writing of any known infringement thereof. Any references to or use of the K12 Proprietary Materials or the K12 Proprietary Marks by the Customer will contain the appropriate trademark, copyright or other legal notice provided from time to time by K12 and will be subject to additional trademark usage standards developed by K12 and modified from time to time by K12 with advance notice in writing.</p> <p>Upon receipt of payment from Customer, K12 will grant Customer a royalty-free, non-exclusive, non-transferable license, for a period of ninety (90) days or for a duration specified in the Agreement, to use and distribute the K12 Proprietary Materials in connection with the District's operations as contemplated in the Agreement. Notwithstanding the foregoing, the Customer will not be permitted (i) to modify or otherwise create, or permit third parties to modify or otherwise create, derivative works from or using the K12 Proprietary Materials or K12 Proprietary Marks, (ii) to sublicense any rights granted by this invoice or the Agreement without the advance written approval of K12, which approval may be withheld by K12 in its sole discretion or (iii) to frame any website owned by K12. Upon the termination of such license, Customer will cease use of the K12 Proprietary Materials and K12 Proprietary Marks, and will return all K12 Proprietary Materials and K12 Proprietary Marks to K12 promptly, including those in the possession of the Customer, Customer employees, and students.</p>	

Payment Details

Wire ACH Check
Pay: K12 Management K12 Management Inc. K12 Management Inc.
Bank: PNC Bank PNC Bank PO Box 824186
ABA#: 31000053 54000030 Philadelphia PA 18182-4186
Acct#: 5303550723 5303550723

SubTotal	\$ 161,227.50
Shipping	\$ -
Taxes	\$ -
Other	\$ -
TOTAL	\$ 161,227.50

K12 Management Inc.

2300 Corporate Park Drive
Herndon, VA 20171
703-483-7222 phone
703-483-7330 fax

Invoice No.

INV-003-121

COM

Invoice

Customer

Name Oklahoma Virtual Charter Academy
Address _____
City _____ State _____ ZIP _____
Phone _____

Date 11/1/2020
Order No. _____
Rep _____
FOB _____

Description		TOTAL
Charges for November 2020		
K-8	COMPUTERS UPFRONT K-8 142 @ \$75 per unit	\$ 10,650.00
K-8	COMPUTERS MONTHLY K-8 70 @ \$32.5 per unit, 2261 @ \$45 per unit	\$ 104,020.00
HS	COMPUTERS UPFRONT HS 18 @ \$75 per unit	\$ 1,350.00
HS	COMPUTERS MONTHLY HS 14 @ \$32.5 per unit, 728 @ \$45 per unit	\$ 33,215.00
	COMPUTERS RECLAMATIONS 141 @ \$125 per unit	\$ 17,625.00
	COMPUTERS LOST(DAMAGE) 3 @ \$500 per unit	\$ 1,500.00
Payment to be made in accordance with the Educational, Administrative and Technology Services Agreement in effect for the time period stated above.		
By paying this invoice, the Customer acknowledges and agrees that K12 and its subsidiaries, parents and affiliates ("K12") own all intellectual property rights and interests in and to K12's intellectual property, including but not limited to trade secrets, know-how, proprietary data, documents and written materials in any format, artwork, graphics, charts, software, licenses, marketing materials, website design for K12, web site design for the Customer, if any, and curricular materials (collectively, "K12 Proprietary Materials"). The Customer further acknowledges and agrees that K12 owns all intellectual property rights and interests in and to K12's trademarks, service marks and trade names (including K12, K12 (& Design), trade names, trade dress, and logos (collectively, "K12 Proprietary Marks"). If the language in this invoice conflicts with the language contained in the Customer's agreement with K12 ("Agreement"), the language of the Agreement will prevail.		
The Customer also acknowledges and agrees that it has no intellectual property interest or claims in the K12 Proprietary Materials and K12 Proprietary Marks and has no right to use the K12 Proprietary Materials and Proprietary Marks unless expressly agreed to in writing by K12. The Customer will use the K12 Proprietary Materials and the K12 Proprietary Marks only as provided by the Agreement and this invoice and Customer agrees that it will not alter them in any way, nor will the Customer act or permit action in any way that would impair the rights of K12 in them. The Customer's authorized use will not create any right, title or interest in or to the K12 Proprietary Materials or the K12 Proprietary Marks. K12 will have the right to monitor the quality of the Customer's use of the K12 Proprietary Materials and the K12 Proprietary Marks, and the Customer will notify K12 promptly in writing of any known infringement thereof. Any references to or use of the K12 Proprietary Materials or the K12 Proprietary Marks by the Customer will contain the appropriate trademark, copyright or other legal notice provided from time to time by K12 and will be subject to additional trademark usage standards developed by K12 and modified from time to time by K12 with advance notice in writing.		
Upon receipt of payment from Customer, K12 will grant Customer a royalty-free, non-exclusive, non-transferable license, for a period of ninety (90) days or for a duration specified in the Agreement, to use and distribute the K12 Proprietary Materials in connection with the District's operations as contemplated in the Agreement. Notwithstanding the foregoing, the Customer will not be permitted (i) to modify or otherwise create, or permit third parties to modify or otherwise create, derivative works from or using the K12 Proprietary Materials or K12 Proprietary Marks, (ii) to sublicense any rights granted by this invoice or the Agreement without the advance written approval of K12, which approval may be withheld by K12 in its sole discretion or (iii) to frame any website owned by K12. Upon the termination of such license, Customer will cease use of the K12 Proprietary Materials and K12 Proprietary Marks, and will return all K12 Proprietary Materials and K12 Proprietary Marks to K12 promptly, including those in the possession of the Customer, Customer employees, and students.		

Payment Details

	Wire	ACH	Check
Pay:	K12 Management	K12 Management Inc	K12 Management Inc.
Bank:	PNC Bank	PNC Bank	PO Box 824186
ABA#:	31000053	54000030	Philadelphia PA 18182-4186
Acct#:	5303550723	5303550723	

SubTotal	\$ 168,360.00
Shipping	\$ -
Taxes	\$ -
Other	\$ -
TOTAL	\$ 168,360.00

K12 Management Inc.

2300 Corporate Park Drive
Herndon, VA 20171
703-483-7222 phone
703-483-7330 fax

Invoice No.

INV-003-458

COM

Invoice

Customer

Name **Oklahoma Virtual Charter Academy**
Address _____
City _____ State _____ ZIP _____
Phone _____

Date **12/1/2020**
Order No. _____
Rep _____
FOB _____

Description	TOTAL
Charges for December 2020	
K-8 COMPUTERS UPFRONT K-8 94 @ \$75 per unit	\$ 7,050.00
K-8 COMPUTERS MONTHLY K-8 62 @ \$32.5 per unit and 2171 @ \$45 per unit	\$ 99,710.00
HS COMPUTERS UPFRONT HS 10 @ \$75 per unit	\$ 750.00
HS COMPUTERS MONTHLY HS 13 @ \$32.5 per unit and 725 @ \$45 per unit	\$ 33,047.50
COMPUTERS RECLAMATIONS 83 @ \$125 per unit	\$ 10,375.00
COMPUTERS LOST(DAMAGE) 9 @ \$500 per unit	\$ 4,500.00
Payment to be made in accordance with the Educational, Administrative and Technology Services Agreement in effect for the time period stated above.	
<p>By paying this invoice, the Customer acknowledges and agrees that K12 and its subsidiaries, parents and affiliates ("K12") own all intellectual property rights and interests in and to K12's intellectual property, including but not limited to trade secrets, know-how, proprietary data, documents and written materials in any format, artwork, graphics, charts, software, licenses, marketing materials, website design for K12, web site design for the Customer, if any, and curricular materials (collectively, "K12 Proprietary Materials"). The Customer further acknowledges and agrees that K12 owns all intellectual property rights and interests in and to K12's trademarks, service marks and trade names (including K12, K12 (& Design), trade names, trade dress, and logos (collectively, "K12 Proprietary Marks"). If the language in this invoice conflicts with the language contained in the Customer's agreement with K12 ("Agreement"), the language of the Agreement will prevail.</p> <p>The Customer also acknowledges and agrees that it has no intellectual property interest or claims in the K12 Proprietary Materials and K12 Proprietary Marks and has no right to use the K12 Proprietary Materials and Proprietary Marks unless expressly agreed to in writing by K12. The Customer will use the K12 Proprietary Materials and the K12 Proprietary Marks only as provided by the Agreement and this invoice and Customer agrees that it will not alter them in any way, nor will the Customer act or permit action in any way that would impair the rights of K12 in them. The Customer's authorized use will not create any right, title or interest in or to the K12 Proprietary Materials or the K12 Proprietary Marks. K12 will have the right to monitor the quality of the Customer's use of the K12 Proprietary Materials and the K12 Proprietary Marks, and the Customer will notify K12 promptly in writing of any known infringement thereof. Any references to or use of the K12 Proprietary Materials or the K12 Proprietary Marks by the Customer will contain the appropriate trademark, copyright or other legal notice provided from time to time by K12 and will be subject to additional trademark usage standards developed by K12 and modified from time to time by K12 with advance notice in writing.</p> <p>Upon receipt of payment from Customer, K12 will grant Customer a royalty-free, non-exclusive, non-transferable license, for a period of ninety (90) days or for a duration specified in the Agreement, to use and distribute the K12 Proprietary Materials in connection with the District's operations as contemplated in the Agreement. Notwithstanding the foregoing, the Customer will not be permitted (i) to modify or otherwise create, or permit third parties to modify or otherwise create, derivative works from or using the K12 Proprietary Materials or K12 Proprietary Marks, (ii) to sublicense any rights granted by this invoice or the Agreement without the advance written approval of K12, which approval may be withheld by K12 in its sole discretion or (iii) to frame any website owned by K12. Upon the termination of such license, Customer will cease use of the K12 Proprietary Materials and K12 Proprietary Marks, and will return all K12 Proprietary Materials and K12 Proprietary Marks to K12 promptly, including those in the possession of the Customer, Customer employees, and students.</p>	

Payment Details

Wire ACH Check
Pay: K12 Management K12 Management Inc. K12 Management Inc.
Bank: PNC Bank PNC Bank PO Box 824186
ABA#: 31000053 54000030 Philadelphia PA 18182-4186
Acct#: 5303550723 5303550723

SubTotal	\$ 155,432.50
Shipping	\$ -
Taxes	\$ -
Other	\$ -
TOTAL	\$ 155,432.50



K12 Management Inc.

2300 Corporate Park Drive
Herndon, VA 20171
703-483-7222 phone
703-483-7330 fax

Invoice No. **INV-003-872**

Invoice

Customer

Name **Oklahoma Virtual Charter Academy**
Address _____
City _____
Phone _____

Date **1/9/2021**
Order No. _____
Rep _____
FOB _____

Description	TOTAL
IST Fee Monthly 2 @ \$42 per unit	\$ 84.00
SubTotal	\$ 84.00
Shipping & Handling	\$ -
Taxes	\$ -
Other	\$ -
TOTAL	\$ 84.00

Payment Details

Wire Details:

Pay: K12 Management
Bank: PNC Bank
ABA#: 31000053
Acct#: 5303550723

K12 Management Inc.

2300 Corporate Park Drive
Herndon, VA 20171
703-483-7222 phone
703-483-7330 fax

Invoice No.

INV-003-790

MAT

INVOICE

Customer

Name **Oklahoma Virtual Charter Academy**
Address _____
City _____ State _____ ZIP _____
Phone _____

Date **1/1/2021**
Order No. _____
Rep _____
FOB _____

Description		TOTAL
Charges for January 2021		
K-8 MATERIALS UPFRONT K-8 928 @ \$75 per unit, 74 @ \$37.5 per unit, 1 @ \$	\$	72,474.00
HS MATERIALS UPFRONT HS 387 @ various prices	\$	24,986.00
K-8 MATERIALS MONTHLY K-8 22359 @ \$8 per unit, 1334 @ \$4 per unit	\$	184,208.00
MATERIALS RECLAMATIONS 1129 @ \$12.5 per unit	\$	14,112.50
	\$	-
MATERIALS ADDITIONAL 4 @ various prices	\$	349.00
DIGITAL MATERIALS	\$	-
Payment to be made in accordance with the Educational, Administrative and Technology Services Agreement in effect for the time period stated above.		
<p>By paying this invoice, the Customer acknowledges and agrees that K12 and its subsidiaries, parents and affiliates ("K12") own all intellectual property rights and interests in and to K12's intellectual property, including but not limited to trade secrets, know-how, proprietary data, documents and written materials in any format, artwork, graphics, charts, software, licenses, marketing materials, website design for K12, web site design for the Customer, if any, and curricular materials (collectively, "K12 Proprietary Materials"). The Customer further acknowledges and agrees that K12 owns all intellectual property rights and interests in and to K12's trademarks, service marks and trade names (including K12, K12 (& Design), trade names, trade dress, and logos (collectively, "K12 Proprietary Marks"). If the language in this invoice conflicts with the language contained in the Customer's agreement with K12 ("Agreement"), the language of the Agreement will prevail.</p> <p>The Customer also acknowledges and agrees that it has no intellectual property interest or claims in the K12 Proprietary Materials and K12 Proprietary Marks and has no right to use the K12 Proprietary Materials and Proprietary Marks unless expressly agreed to in writing by K12. The Customer will use the K12 Proprietary Materials and the K12 Proprietary Marks only as provided by the Agreement and this invoice and Customer agrees that it will not alter them in any way, nor will the Customer act or permit action in any way that would impair the rights of K12 in them. The Customer's authorized use will not create any right, title or interest in or to the K12 Proprietary Materials or the K12 Proprietary Marks. K12 will have the right to monitor the quality of the Customer's use of the K12 Proprietary Materials and the K12 Proprietary Marks, and the Customer will notify K12 promptly in writing of any known infringement thereof. Any references to or use of the K12 Proprietary Materials or the K12 Proprietary Marks by the Customer will contain the appropriate trademark, copyright or other legal notice provided from time to time by K12 and will be subject to additional trademark usage standards developed by K12 and modified from time to time by K12 with advance notice in writing.</p> <p>Upon receipt of payment from Customer, K12 will grant Customer a royalty-free, non-exclusive, non-transferable license, for a period of ninety (90) days or for a duration specified in the Agreement, to use and distribute the K12 Proprietary Materials in connection with the District's operations as contemplated in the Agreement. Notwithstanding the foregoing, the Customer will not be permitted (i) to modify or otherwise create, or permit third parties to modify or otherwise create, derivative works from or using the K12 Proprietary Materials or K12 Proprietary Marks, (ii) to sublicense any rights granted by this invoice or the Agreement without the advance written approval of K12, which approval may be withheld by K12 in its sole discretion or (iii) to frame any website owned by K12. Upon the termination of such license, Customer will cease use of the K12 Proprietary Materials and K12 Proprietary Marks, and will return all K12 Proprietary Materials and K12 Proprietary Marks to K12 promptly, including those in the possession of the Customer, Customer employees, and students.</p>		
Payment Details		
Wire	ACH	Check
Pay: K12 Management	K12 Management Inc.	K12 Management Inc.
Bank: PNC Bank	PNC Bank	PO Box 824186
ABA#: 31000053	54000030	Philadelphia PA 18182-4186
Acct#: #####	5303550723	
SubTotal		\$ 296,129.50
Shipping		\$ -
Taxes		\$ -
Other		\$ -
TOTAL		\$ 296,129.50

K12 Management Inc.

2300 Corporate Park Drive
Herndon, VA 20171
703-483-7222 phone
703-483-7330 fax

Invoice No.

INV-003-119

MAT

INVOICE

Customer

Name **Oklahoma Virtual Charter Academy**
Address _____
City _____ State _____ ZIP _____
Phone _____

Date **11/1/2020**
Order No. _____
Rep _____
FOB _____

Description		TOTAL
Charges for November 2020		
K-8	MATERIALS UPFRONT K-8 186 @ \$37.5 per unit, 1714 @ \$75 per unit	\$ 135,525.00
HS	MATERIALS UPFRONT HS 1 @ \$125 per unit	\$ 125.00
K-8	MATERIALS MONTHLY K-8 1501 @ \$4 per unit, 17964 @ \$8 per unit	\$ 149,716.00
	MATERIALS RECLAMATIONS 1086 @ \$12.5 per unit	\$ 13,575.00
		\$ -
	MATERIALS ADDITIONAL 6 @ various prices	\$ 401.00
	DIGITAL MATERIALS	\$ -
	Payment to be made in accordance with the Educational, Administrative and Technology Services Agreement in effect for the time period stated above.	
<p>By paying this invoice, the Customer acknowledges and agrees that K12 and its subsidiaries, parents and affiliates ("K12") own all intellectual property rights and interests in and to K12's intellectual property, including but not limited to trade secrets, know-how, proprietary data, documents and written materials in any format, artwork, graphics, charts, software, licenses, marketing materials, website design for K12, web site design for the Customer, if any, and curricular materials (collectively, "K12 Proprietary Materials"). The Customer further acknowledges and agrees that K12 owns all intellectual property rights and interests in and to K12's trademarks, service marks and trade names (including K12, K12 (& Design), trade names, trade dress, and logos (collectively, "K12 Proprietary Marks"). If the language in this invoice conflicts with the language contained in the Customer's agreement with K12 ("Agreement"), the language of the Agreement will prevail.</p> <p>The Customer also acknowledges and agrees that it has no intellectual property interest or claims in the K12 Proprietary Materials and K12 Proprietary Marks and has no right to use the K12 Proprietary Materials and Proprietary Marks unless expressly agreed to in writing by K12. The Customer will use the K12 Proprietary Materials and the K12 Proprietary Marks only as provided by the Agreement and this invoice and Customer agrees that it will not alter them in any way, nor will the Customer act or permit action in any way that would impair the rights of K12 in them. The Customer's authorized use will not create any right, title or interest in or to the K12 Proprietary Materials or the K12 Proprietary Marks. K12 will have the right to monitor the quality of the Customer's use of the K12 Proprietary Materials and the K12 Proprietary Marks, and the Customer will notify K12 promptly in writing of any known infringement thereof. Any references to or use of the K12 Proprietary Materials or the K12 Proprietary Marks by the Customer will contain the appropriate trademark, copyright or other legal notice provided from time to time by K12 and will be subject to additional trademark usage standards developed by K12 and modified from time to time by K12 with advance notice in writing.</p> <p>Upon receipt of payment from Customer, K12 will grant Customer a royalty-free, non-exclusive, non-transferable license, for a period of ninety (90) days or for a duration specified in the Agreement, to use and distribute the K12 Proprietary Materials in connection with the District's operations as contemplated in the Agreement. Notwithstanding the foregoing, the Customer will not be permitted (i) to modify or otherwise create, or permit third parties to modify or otherwise create, derivative works from or using the K12 Proprietary Materials or K12 Proprietary Marks, (ii) to sublicense any rights granted by this invoice or the Agreement without the advance written approval of K12, which approval may be withheld by K12 in its sole discretion or (iii) to frame any website owned by K12. Upon the termination of such license, Customer will cease use of the K12 Proprietary Materials and K12 Proprietary Marks, and will return all K12 Proprietary Materials and K12 Proprietary Marks to K12 promptly, including those in the possession of the Customer, Customer employees, and students.</p>		

Payment Details

Wire ACH Check
Pay: K12 Management K12 Management Inc. K12 Management Inc
Bank: PNC Bank PNC Bank PO Box 824186
ABA#: 31000053 54000030 Philadelphia PA 18182-4186
Acct#: ##### 5303550723

SubTotal	\$ 299,342.00
Shipping	\$ -
Taxes	\$ -
Other	\$ -
TOTAL	\$ 299,342.00

K12 Management Inc.

2300 Corporate Park Drive
Herndon, VA 20171
703-483-7222 phone
703-483-7330 fax

Invoice No.

INV-003-507

MAT

INVOICE

Customer

Name **Oklahoma Virtual Charter Academy**
Address _____
City _____ State _____ ZIP _____
Phone _____

Date **12/1/2020**
Order No. _____
Rep _____
FOB _____

Description		TOTAL
Charges for December 2020		
K-8	MATERIALS UPFRONT K-8 559 @ \$75 per unit and 48 @ \$37.5 per unit	\$ 43,725.00
HS	MATERIALS UPFRONT HS 34 @ various prices	\$ 2,398.00
K-8	MATERIALS MONTHLY K-8 1352 @ \$4 per unit, 16938 @ \$8 per unit	\$ 140,912.00
	MATERIALS RECLAMATIONS 567 @ \$12.5 per unit	\$ 7,087.50
		\$ -
	MATERIALS ADDITIONAL	\$ -
	DIGITAL MATERIALS	\$ -
	Payment to be made in accordance with the Educational, Administrative and Technology Services Agreement in effect for the time period stated above.	
<p>By paying this invoice, the Customer acknowledges and agrees that K12 and its subsidiaries, parents and affiliates ("K12") own all intellectual property rights and interests in and to K12's intellectual property, including but not limited to trade secrets, know-how, proprietary data, documents and written materials in any format, artwork, graphics, charts, software, licenses, marketing materials, website design for K12, web site design for the Customer, if any, and curricular materials (collectively, "K12 Proprietary Materials"). The Customer further acknowledges and agrees that K12 owns all intellectual property rights and interests in and to K12's trademarks, service marks and trade names (including K12, K12 (& Design), trade names, trade dress, and logos (collectively, "K12 Proprietary Marks"). If the language in this invoice conflicts with the language contained in the Customer's agreement with K12 ("Agreement"), the language of the Agreement will prevail.</p> <p>The Customer also acknowledges and agrees that it has no intellectual property interest or claims in the K12 Proprietary Materials and K12 Proprietary Marks and has no right to use the K12 Proprietary Materials and Proprietary Marks unless expressly agreed to in writing by K12. The Customer will use the K12 Proprietary Materials and the K12 Proprietary Marks only as provided by the Agreement and this invoice and Customer agrees that it will not alter them in any way, nor will the Customer act or permit action in any way that would impair the rights of K12 in them. The Customer's authorized use will not create any right, title or interest in or to the K12 Proprietary Materials or the K12 Proprietary Marks. K12 will have the right to monitor the quality of the Customer's use of the K12 Proprietary Materials and the K12 Proprietary Marks, and the Customer will notify K12 promptly in writing of any known infringement thereof. Any references to or use of the K12 Proprietary Materials or the K12 Proprietary Marks by the Customer will contain the appropriate trademark, copyright or other legal notice provided from time to time by K12 and will be subject to additional trademark usage standards developed by K12 and modified from time to time by K12 with advance notice in writing.</p> <p>Upon receipt of payment from Customer, K12 will grant Customer a royalty-free, non-exclusive, non-transferable license, for a period of ninety (90) days or for a duration specified in the Agreement, to use and distribute the K12 Proprietary Materials in connection with the District's operations as contemplated in the Agreement. Notwithstanding the foregoing, the Customer will not be permitted (i) to modify or otherwise create, or permit third parties to modify or otherwise create, derivative works from or using the K12 Proprietary Materials or K12 Proprietary Marks, (ii) to sublicense any rights granted by this invoice or the Agreement without the advance written approval of K12, which approval may be withheld by K12 in its sole discretion or (iii) to frame any website owned by K12. Upon the termination of such license, Customer will cease use of the K12 Proprietary Materials and K12 Proprietary Marks, and will return all K12 Proprietary Materials and K12 Proprietary Marks to K12 promptly, including those in the possession of the Customer, Customer employees, and students.</p>		
Payment Details		
	Wire	ACH
Pay:	K12 Management	K12 Management Inc.
Bank:	PNC Bank	PNC Bank
ABA#:	31000053	54000030
Acct#:	#####	5303550723
	Check	
	K12 Management Inc.	
	PO Box 824186	
	Philadelphia PA 18182-4186	
SubTotal		\$ 194,122.50
Shipping		\$ -
Taxes		\$ -
Other		\$ -
TOTAL		\$ 194,122.50



K12 Management Inc.

2300 Corporate Park Drive
Herndon, VA 20171
703-483-7222 phone
703-483-7330 fax

Invoice No. INV-003-840 OLS

INVOICE

Customer

Name **Oklahoma Virtual Charter Academy**
Address _____
City _____ State _____ ZIP _____
Phone _____

Date **1/1/2021**
Order No. _____
Rep _____
FOB _____

Description		TOTAL
Charges for January 2021		
OLS	OLS UPFRONT K-8 6478 @ \$30 per unit, 376 @ \$60 per unit, 192 @ \$(15) per unit	\$ 214,020.00
	OLS MONTHLY K-8 21468 @ \$20 per unit, 1284 @ \$10 per unit	\$ 442,200.00
	OLS UPFRONT HS 6364 @ \$42 per unit, 5 @ \$43.5 per unit, 176 @ \$(21) per unit	\$ 263,809.50
	OLS MONTHLY HS 6864 @ \$16.5 per unit	\$ 113,256.00
	OLS SUMMER COURSES	\$ -
Teacher Fees	OLS High School	
<p>By paying this invoice, the Customer acknowledges and agrees that K12 and its subsidiaries, parents and affiliates ("K12") own all intellectual property rights and interests in and to K12's intellectual property, including but not limited to trade secrets, know-how, proprietary data, documents and written materials in any format, artwork, graphics, charts, software, licenses, marketing materials, website design for K12, web site design for the Customer, if any, and curricular materials (collectively, "K12 Proprietary Materials"). The Customer further acknowledges and agrees that K12 owns all intellectual property rights and interests in and to K12's trademarks, service marks and trade names (including K12, K12 (& Design), trade names, trade dress, and logos (collectively, "K12 Proprietary Marks"). If the language in this invoice conflicts with the language contained in the Customer's agreement with K12 ("Agreement"), the language of the Agreement will prevail.</p> <p>The Customer also acknowledges and agrees that it has no intellectual property interest or claims in the K12 Proprietary Materials and K12 Proprietary Marks and has no right to use the K12 Proprietary Materials and Proprietary Marks unless expressly agreed to in writing by K12. The Customer will use the K12 Proprietary Materials and the K12 Proprietary Marks only as provided by the Agreement and this invoice and Customer agrees that it will not alter them in any way, nor will the Customer act or permit action in any way that would impair the rights of K12 in them. The Customer's authorized use will not create any right, title or interest in or to the K12 Proprietary Materials or the K12 Proprietary Marks. K12 will have the right to monitor the quality of the Customer's use of the K12 Proprietary Materials and the K12 Proprietary Marks, and the Customer will notify K12 promptly in writing of any known infringement thereof. Any references to or use of the K12 Proprietary Materials or the K12 Proprietary Marks by the Customer will contain the appropriate trademark, copyright or other legal notice provided from time to time by K12 and will be subject to additional trademark usage standards developed by K12 and modified from time to time by K12 with advance notice in writing.</p> <p>Upon receipt of payment from Customer, K12 will grant Customer a royalty-free, non-exclusive, non-transferable license, for a period of ninety (90) days or for a duration specified in the Agreement, to use and distribute the K12 Proprietary Materials in connection with the District's operations as contemplated in the Agreement. Notwithstanding the foregoing, the Customer will not be permitted (i) to modify or otherwise create, or permit third parties to modify or otherwise create, derivative works from or using the K12 Proprietary Materials or K12 Proprietary Marks, (ii) to sublicense any rights granted by this invoice or the Agreement without the advance written approval of K12, which approval may be withheld by K12 in its sole discretion or (iii) to frame any website owned by K12. Upon the termination of such license, Customer will cease use of the K12 Proprietary Materials and K12 Proprietary Marks, and will return all K12 Proprietary Materials and K12 Proprietary Marks to K12 promptly, including those in the possession of the Customer, Customer employees, and students.</p>		
Payment Details		
<p>Pay: K12 Management</p> <p>Bank: PNC Bank</p> <p>ABA#: 31000053</p> <p>Acct#: 5303550723</p>		
<p>ACH</p> <p>K12 Management Inc</p> <p>PNC Bank</p> <p>54000030</p> <p>5303550723</p>		
<p>Check</p> <p>K12 Management Inc.</p> <p>PO Box 824186</p> <p>Philadelphia PA 18182-4186</p>		
SubTotal		\$ 1,033,285.50
Shipping		\$ -
		\$ -
		\$ -
		\$ 1,033,285.50



K12 Management Inc.

2300 Corporate Park Drive
Herndon, VA 20171
703-483-7222 phone
703-483-7330 fax

Invoice No. INV-003-148

OLS

INVOICE

Customer

Name **Oklahoma Virtual Charter Academy**
Address _____
City _____ State _____ ZIP _____
Phone _____

Date **11/1/2020**
Order No. _____
Rep _____
FOB _____

Description		TOTAL
Charges for November 2020		
OLS	OLS UPFRONT K-8 522 @ \$30 per unit, 2000 @ \$60 per unit, 34 @ \$(15) per unit	\$ 135,150.00
	OLS MONTHLY K-8 1330 @ \$10 per unit, 22167 @ \$20 per unit	\$ 456,640.00
	OLS UPFRONT HS 30 @ \$42 per unit, 9 @ \$(21) per unit	\$ 1,071.00
	OLS MONTHLY HS 7219 @ \$16.5 per unit	\$ 119,113.50
	OLS SUMMER COURSES	\$ -
Teacher Fees	OLS High School	
<p>By paying this invoice, the Customer acknowledges and agrees that K12 and its subsidiaries, parents and affiliates ("K12") own all intellectual property rights and interests in and to K12's intellectual property, including but not limited to trade secrets, know-how, proprietary data, documents and written materials in any format, artwork, graphics, charts, software, licenses, marketing materials, website design for K12, web site design for the Customer, if any, and curricular materials (collectively, "K12 Proprietary Materials"). The Customer further acknowledges and agrees that K12 owns all intellectual property rights and interests in and to K12's trademarks, service marks and trade names (including K12, K12 (& Design), trade names, trade dress, and logos (collectively, "K12 Proprietary Marks"). If the language in this invoice conflicts with the language contained in the Customer's agreement with K12 ("Agreement"), the language of the Agreement will prevail.</p> <p>The Customer also acknowledges and agrees that it has no intellectual property interest or claims in the K12 Proprietary Materials and K12 Proprietary Marks and has no right to use the K12 Proprietary Materials and Proprietary Marks unless expressly agreed to in writing by K12. The Customer will use the K12 Proprietary Materials and the K12 Proprietary Marks only as provided by the Agreement and this invoice and Customer agrees that it will not alter them in any way, nor will the Customer act or permit action in any way that would impair the rights of K12 in them. The Customer's authorized use will not create any right, title or interest in or to the K12 Proprietary Materials or the K12 Proprietary Marks. K12 will have the right to monitor the quality of the Customer's use of the K12 Proprietary Materials and the K12 Proprietary Marks, and the Customer will notify K12 promptly in writing of any known infringement thereof. Any references to or use of the K12 Proprietary Materials or the K12 Proprietary Marks by the Customer will contain the appropriate trademark, copyright or other legal notice provided from time to time by K12 and will be subject to additional trademark usage standards developed by K12 and modified from time to time by K12 with advance notice in writing.</p> <p>Upon receipt of payment from Customer, K12 will grant Customer a royalty-free, non-exclusive, non-transferable license, for a period of ninety (90) days or for a duration specified in the Agreement, to use and distribute the K12 Proprietary Materials in connection with the District's operations as contemplated in the Agreement. Notwithstanding the foregoing, the Customer will not be permitted (i) to modify or otherwise create, or permit third parties to modify or otherwise create, derivative works from or using the K12 Proprietary Materials or K12 Proprietary Marks, (ii) to sublicense any rights granted by this invoice or the Agreement without the advance written approval of K12, which approval may be withheld by K12 in its sole discretion or (iii) to frame any website owned by K12. Upon the termination of such license, Customer will cease use of the K12 Proprietary Materials and K12 Proprietary Marks, and will return all K12 Proprietary Materials and K12 Proprietary Marks to K12 promptly, including those in the possession of the Customer, Customer employees, and students.</p>		

Payment Details

	Wire	ACH	Check
Pay:	K12 Management	K12 Management Inc	K12 Management Inc.
Bank:	PNC Bank	PNC Bank	PO Box 824186
ABA#:	31000053	54000030	Philadelphia PA 18182-4186
Acct#:	5303550723	5303550723	

SubTotal	\$ 711,974.50
Shipping	\$ -
	\$ -
	\$ -
	\$ 711,974.50



K12 Management Inc.

2300 Corporate Park Drive
Herndon, VA 20171
703-483-7222 phone
703-483-7330 fax

Invoice No. INV-003-554 OLS

INVOICE

Customer

Name **Oklahoma Virtual Charter Academy**
Address _____
City _____ State _____ ZIP _____
Phone _____

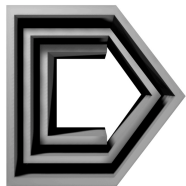
Date **12/1/2020**
Order No. _____
Rep _____
FOB _____

Description		TOTAL
Charges for December 2020		
OLS	OLS UPFRONT K-8 44 @ \$30 per unit, 674 @ \$60 per unit, 36 @ \$(15) per unit	\$ 41,220.00
	OLS MONTHLY K-8 1362 @ \$10 per unit and 22423 @ \$20 per unit	\$ 462,080.00
	OLS UPFRONT HS 62 @ \$42 per unit and 3 @ \$(21) per unit	\$ 2,541.00
	OLS MONTHLY HS 7195 @ \$16.5 per unit	\$ 118,717.50
	OLS SUMMER COURSES	\$ -
Teacher Fees	OLS High School	
<p>By paying this invoice, the Customer acknowledges and agrees that K12 and its subsidiaries, parents and affiliates ("K12") own all intellectual property rights and interests in and to K12's intellectual property, including but not limited to trade secrets, know-how, proprietary data, documents and written materials in any format, artwork, graphics, charts, software, licenses, marketing materials, website design for K12, web site design for the Customer, if any, and curricular materials (collectively, "K12 Proprietary Materials"). The Customer further acknowledges and agrees that K12 owns all intellectual property rights and interests in and to K12's trademarks, service marks and trade names (including K12, K12 (& Design), trade names, trade dress, and logos (collectively, "K12 Proprietary Marks"). If the language in this invoice conflicts with the language contained in the Customer's agreement with K12 ("Agreement"), the language of the Agreement will prevail.</p> <p>The Customer also acknowledges and agrees that it has no intellectual property interest or claims in the K12 Proprietary Materials and K12 Proprietary Marks and has no right to use the K12 Proprietary Materials and Proprietary Marks unless expressly agreed to in writing by K12. The Customer will use the K12 Proprietary Materials and the K12 Proprietary Marks only as provided by the Agreement and this invoice and Customer agrees that it will not alter them in any way, nor will the Customer act or permit action in any way that would impair the rights of K12 in them. The Customer's authorized use will not create any right, title or interest in or to the K12 Proprietary Materials or the K12 Proprietary Marks. K12 will have the right to monitor the quality of the Customer's use of the K12 Proprietary Materials and the K12 Proprietary Marks, and the Customer will notify K12 promptly in writing of any known infringement thereof. Any references to or use of the K12 Proprietary Materials or the K12 Proprietary Marks by the Customer will contain the appropriate trademark, copyright or other legal notice provided from time to time by K12 and will be subject to additional trademark usage standards developed by K12 and modified from time to time by K12 with advance notice in writing.</p> <p>Upon receipt of payment from Customer, K12 will grant Customer a royalty-free, non-exclusive, non-transferable license, for a period of ninety (90) days or for a duration specified in the Agreement, to use and distribute the K12 Proprietary Materials in connection with the District's operations as contemplated in the Agreement. Notwithstanding the foregoing, the Customer will not be permitted (i) to modify or otherwise create, or permit third parties to modify or otherwise create, derivative works from or using the K12 Proprietary Materials or K12 Proprietary Marks, (ii) to sublicense any rights granted by this invoice or the Agreement without the advance written approval of K12, which approval may be withheld by K12 in its sole discretion or (iii) to frame any website owned by K12. Upon the termination of such license, Customer will cease use of the K12 Proprietary Materials and K12 Proprietary Marks, and will return all K12 Proprietary Materials and K12 Proprietary Marks to K12 promptly, including those in the possession of the Customer, Customer employees, and students.</p>		

Payment Details

	Wire	ACH	Check
Pay:	K12 Management	K12 Management Inc	K12 Management Inc.
Bank:	PNC Bank	PNC Bank	PO Box 824186
ABA#:	31000053	54000030	Philadelphia PA 18182-4186
Acct#:	5303550723	5303550723	

SubTotal	\$ 624,558.50
Shipping	\$ -
	\$ -
	\$ -
	\$ 624,558.50



DOUGLAS DEVELOPMENT CORPORATION

Real Estate Development • Construction • Management

SECOND AMENDMENT TO LEASE AGREEMENT

This Second Amendment references the Lease Agreement first entered into as of the 13th day of November 2019 by and between Douglas Development Corporation ("the Landlord"), the owner of Bowling Green Center, which includes building located at 1117 S. Douglas Blvd., Suite A, Midwest City, Ok 73130 (the "Property") and Oklahoma Skynet INCE DBA Oklahoma Virtual Charter Academy (the "Tenant").

RECITALS:

WHEREAS, Landlord and Tenant desire to amend and revise the Lease Agreement as follows;

NOW, THEREFORE, in consideration of the mutual promises herein set forth, the parties do hereby make this Second Amendment Agreement on the following terms and conditions, intending to be bound hereby:

- At the tenant's request, the lease agreement is adjusted to reflect that the space is occupied by two tenants, Insight School of Oklahoma and Oklahoma Virtual Charter Academy. As of March 1, 2021, 20% of the lease rate will be from Insight School of Oklahoma and 80% of the lease rate will be from Oklahoma Virtual Charter Academy. Below is a rent schedule to reflect how the monthly payment is allocated.

	<u>Oklahoma Virtual Charter Academy:</u>	<u>Insight School of Oklahoma :</u>	<u>Total Lease Rate:</u>
REMAINING FIRST TERM: March 2021 through July 2021	\$1,346.40 per month	\$336.60 per month	\$1,683.00 per month
REMAINING FIRST TERM: July 2022 through June 2023	\$1,379.20 per month	\$344.80 per month	\$1,724.00 per month
EXTENTION 1: July 2023 through June 2024	\$780.00 per month	\$195.00 per month	\$975.00 per month
EXTENTION 1: July 2024 through June 2025	\$804.00 per month	\$201.00 per month	\$1,005.00 per month
EXTENTION 1: July 2025 through June 2026	\$827.20 per month	\$206.80 per month	\$1,034.00 per month
EXTENTION 2: July 2026 through June 2027	\$852.00 per month	\$213.00 per month	\$1,065.00 per month
EXTENTION 2: July 2027 through June 2028	\$877.60 per month	\$219.40 per month	\$1,097.00 per month
EXTENTION 2: July 2028 through June 2029	\$904.00 per month	\$226.00 per month	\$1,130.00 per month

- It is understood that both tenants, Insight School of Oklahoma and Oklahoma Virtual Charter Academy are individually and collectively responsible for the total lease rate
- All other provisions of the above Agreement and associated Amendmend herein shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Second Amendment Agreement as of the date first written above.

Landlord: Douglas Development Corporation

Date: _____

By: _____
Name/Title: Cyrus R Valanejad / Vice President-Marketing Director

Tenant: Oklahoma Virtual Charter Academy

Date: _____

By: _____

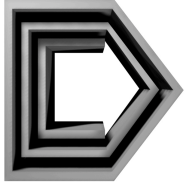
Name/Title: _____

Tenant: Insight School Of Oklahoma

Date: _____

By: _____

Name/Title: _____



DOUGLAS DEVELOPMENT CORPORATION
Real Estate Development ♦ Construction ♦ Management

LEASE AGREEMENT

This agreement made and entered into this **15th** day of **January 2021**, by and between

DOUGLAS DEVELOPMENT CORPORATION, Landlord
and
OKLAHOMA VIRTUAL CHARTER ACADEMY, TENANT

WITNESSETH:

1. PROPERTY DESCRIPTION: For and in consideration of the rents to be paid and the covenants and agreements to be performed by **Tenant**, **Landlord** does hereby lease unto **Tenant** and **Tenant** hereby takes from **Landlord** the following described premises, "**As Is**," situated within the County of Oklahoma, State of Oklahoma, and being more particularly described as follows:

A part of **BOWLING GREEN CENTER** and identified as
1117 S. Douglas Blvd, Suite E & F, Midwest City, OK, 73130

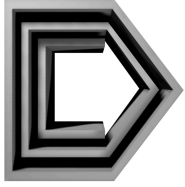
together with all rights, privileges, easements, and appurtenances belonging to or in any way pertaining to the said premises and together with the building and other improvements now situated on the demised premises, it being understood that the demised premises has approximately **3,600 square feet**, and includes exterior walls and one-half of the partition walls.

2. TERM OF LEASE: The term of this lease shall be for a period of **Three (3) years**, beginning on **July 1, 2021**. If the commencement date of this lease shall be a day other than the first day of a month, then the period between the commencement date and the first day of the month next following shall be added to the term of the lease.

2. A. RENEWAL OPTION: **Landlord**, on written request made within ninety (90) days before the expiration of this lease agreement, may grant **Tenant two(2) 3-year extension** of this lease for an **additional 3% increase** over the rents. If **Tenant** elects not to renew this lease agreement, the demised premises reverts to **Landlord** in the same general condition as when total build out was completed.

3. RENTS: **Tenant** will pay rent at the minimum annual rental rate of **\$59,040.00 (Fifty Nine Thousand, and forty and 00/100 dollars)** payable in equal monthly installments of **\$4,920.00 (Four Thousand, Nine Hundred and Twenty and 00/100 dollars)** in advance on the first day of each and every month until the expiration of said term. Also the annual rent shall be adjusted upward beginning of the second and subsequent years by **3%** rate. The rent in respect to any period of less than a calendar month shall be prorated. After the first term of this agreement the rent will decrease to reflect the base rent (\$18.50 per square foot or \$53,280.00 per year or \$4,440.00 per month). Refer to attached rent schedule.

4. PLACE FOR PAYMENT OF RENTS: All rents shall be payable without prior notice or demand at the place hereinafter specified for the giving of notice to **Landlord**.



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5. DEPOSIT: Simultaneously with the execution and delivery of this lease, **Tenant** must deposit with **Landlord** the sum of **\$4,920.00 (Four Thousand, Nine Hundred and Twenty and 00/100 dollars)** as security for full and faithful performance by **Tenant** of each and every covenant, or condition of this lease agreement on **Tenant's** part to be performed. In the event that **Tenant** defaults in performing any such covenant or condition, **Landlord** may, and without diminishing, waiving or affecting any other of **Landlord's** rights and remedies provided in this lease, use, apply or retain the whole or any part of said deposit for the payment of any such default or for any other such sum which **Landlord** may expend or be required to expend by reason of **Tenant's** default, including any damages or deficiencies in the reletting of the property.

6. USE OF THE PREMISES: During the term of this lease, and any renewals or extensions thereof, the demised premises may be used and occupied only for the operation of **Oklahoma Virtual Charter Academy**, and no other, except the sublessee Insight School of Oklahoma, without written consent of **Landlord**. **Tenant** agrees to operate the demised premises during the entire term of this lease. **Tenant** shall, at all times, conduct its operations on the demised premises so as to comply with laws, orders and regulations of the Federal, State, County and Municipal authorities and with any direction of any public officer or officers, pursuant to law, which shall impose any violation, order or duty upon **Landlord** or **Tenant** with respect to the demised premises which shall or might subject **Landlord** to any liability or responsibility for injury to any person or persons or to property by reason of any responsibility for injury to any person or persons or to property by reason of any business or operation being carried on upon said demised premises or for any other reason. No **Tenant** conducting a retail business from the demised premises shall be permitted to use the sidewalks or any other portions of the common facilities for the display and/or sale of merchandise. It is further expressly agreed and understood that no authorization exists in **Tenant** to subject leased premises or any part thereof to merchant's and/or materialman's liens.

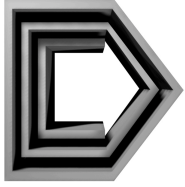
Tenant shall not stock, use or sell any article or do anything in or about the premises which may be prohibited by **Landlord's** insurance policies or any endorsements or forms attached thereto, or which may increase insurance rates for the premise. The **Tenant** shall pay on demand any increase in **Landlord's** premiums due to the approved changes.

7. TAXES: **Landlord** shall pay all real estate taxes and assessments levied, assessed or imposed upon the leased premises and upon all improvements erected thereon and all installments of principal and interest required under any mortgage or deed of trust and all rent reserved under all underlying leases affecting the leased premises as and when the same shall become due and payable. **Tenant** will pay all personal property taxes.

8. INSURANCE: **Landlord** shall at all times during the term of this lease, carry fire and extended coverage insurance on all the buildings and permanent improvements in the center for not less than eighty percent of the replacement value of buildings and improvements.

Landlord shall not be liable to **Tenant** for any loss or damage to **Tenant's** property, including, but not limited to fixtures, equipment or inventory which may be occasioned by fire, wind, rain, flood or other unforeseen acts of God.

Tenant shall procure, and pay the premium for, liability insurance in the sum of **\$1,000,000.00 (one million dollars)** for damages resulting to one person, **\$2,000,000.00 (two million dollars)** for damages resulting from one casualty, and **\$1,000,000.00 (one million dollars)** property damages, or, a certificate of insurance covering the demised premises, to



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protect it and **Landlord** against liability for such injury to persons and such damage to property upon or about the building on the demised premises.

The policy shall name **Landlord**, any persons, firms or corporations designated by **Landlord**, including mortgagee of the Leased Premises, and the **Tenant** as insured. Also, insurer will not cancel or change the insurance without first giving **Landlord** ten (10) days written notice. The insurance shall be with a company rated A-VI or better by A.M. Best and a copy of the policy or certificate of insurance shall be delivered to **Landlord**. All public liability, property damage, and other liability policies shall be written as primary policies, not contributing with and not in excess of coverage which **Landlord** may carry. All such policies shall contain a provision that **Landlord**, although named as insured, shall nevertheless be entitled to recover under said policies for any loss occasioned to it, its servants, agents and employees by reason of the negligence of **Tenant**.

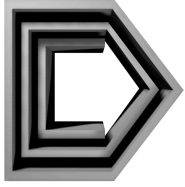
9. ASSIGNMENT AND SUBLETTING: **Tenant** shall not, without the prior written consent of **Landlord**, transfer or assign this lease or sublet or license the use of all or any portion of the demised premises. In the event of any transfer, assignment, subletting or licensing without said written consent, **Landlord** may terminate this lease and retake possession of the demised premises. Provided, further that **Tenant** shall remain primarily liable for the payment of the rent herein reserved and for the performance of each and all of the terms, covenants and conditions hereof on **Tenant's** part to be performed. **Tenant**, may, however, with **Landlord's** consent, sublease or assign all or a portion of the demised premises to Insight School of Oklahoma.

10. ALTERATIONS BY TENANT: **Tenant** shall make no alterations, decorations, installations, additions or improvements in or to the demised premises without **Landlord's** prior written consent, and then only by contractors approved by **Landlord**. All such work, alterations, decorations, installations, additions or improvements shall be done at **Tenant's** sole expense and at such times and in such manner as **Landlord** may, from time to time, designate. All alterations, decorations, installation, additions or improvements upon the demised premises, made by either party, shall, unless **Landlord** elects otherwise, become the property of **Landlord**, and shall remain upon and be surrendered with said premises as a part hereof, at the end of the lease term or renewal terms as the case may be.

11. UTILITIES AND WATER: **Landlord** shall pay for all the water, gas, and electric consumed in the demised premises from and after the commencement date of this lease. **Landlord** warrants that all utilities, to the extent necessary to service **Tenant's** business, shall be available at the commencement of this lease.

12. LANDLORD'S RIGHT OF ENTRY: **Tenant** agrees that **Landlord**, **Landlord's** agents and other representatives, shall have the right, without abatement of rent, to enter into and upon the leased premises, or any part thereof, during regular business hours for the purpose of examining the same, or for making such repairs or alterations to the leased premises as may be necessary for the safety and preservation thereof, provided, however, that such examinations, repairs and alterations (unless of an emergency nature) shall be so made as to cause a minimum of interference with the operations of **Tenant's** business conducted in the leased premises. **Landlord** agrees to comply with any applicable laws, regulations and policies regarding entry to a school facility.

13. REPAIRS: **Landlord** shall keep and repair the mechanical equipment, to include the heating and air conditioning equipment, any structural issues, any electrical wiring issues, and any non-exposed plumbing issues as well as all of the exterior of the leased premises and buildings except as herein provided. **Tenant** shall keep all of the interior of the leased



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premises in repair and all fixtures and equipment in good working order, including but not limited to exposed plumbing, electrical fixtures, , floors, ceilings, walls and redecorating, and except for initial installations, shall furnish all electric light bulbs and tubes so that the leased premises will revert to the **Landlord** in the same general condition in which it was at the time of the letting, unavoidable casualty and reasonable wear and tear excepted. **Tenant** shall replace, repair and maintain all plate glass windows and doors. **Tenant** agrees to use the premises in a tenant-like manner and exercise reasonable care to prevent damage to the leased premises. If **Tenant** fails to make repairs, restorations or replacements required of **Tenant** by this paragraph, same may be made by **Landlord** at **Tenant's** expense and shall be paid by **Tenant** within five days after rendition of a bill or statement therefore.

Landlord nor tenant shall be responsible or liable to the other for any loss or damage which may be occasioned by or through the acts or omissions of persons occupying the demised premises, adjoining premises or any part of the premises adjacent to or connected with the demised premises or any part of the building of which the demised premises are a part of for any loss or damage resulting to **Tenant** or **Tenant's** property from bursting, stoppage or leakage of water, gas, sewer or steam pipes.

14. HOLD HARMLESS: **Landlord nor tenant** shall be liable to the other's employees, agents or invitees or to any other person whomsoever, for any injury to person or damage to property on or about the demised premises caused by the negligence or misconduct of the **Landlord** or **Tenant**, their employees or agents or caused by the building and improvements located on the premises becoming out of repair, and **both** agree to indemnify and hold the other harmless from any loss, expense or damage caused by any such damages or injury.

15. SIGNS AND EXTERIOR LIGHTING: All signs and advertising displayed in and about the demised premises shall be such only as to advertise the business carried on by **Tenant**, and **Landlord** shall control the character and size thereof. No sign shall be erected or displayed until approved in writing by **Landlord**, and no awning or canopy shall be installed on the exterior of the demised premises unless approved in writing by **Landlord**.

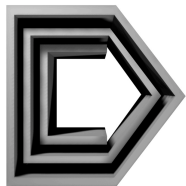
~~**15. A. MAIN ENTRY SIGN:** If applicable, **Tenant** shall pay a one time deposit of \$400 (Four Hundred and 00/100 dollars) to **Landlord** for the use of one space on the main entry sign. **Tenant** shall also pay for the cost of construction and installation of the sign. The deposit is refundable if the **Landlord** does not have to replace the sign upon the **Tenant's** departure.~~

16. HOLDING OVER: Should **Tenant** or any of its successors in interest, hold over the demised premises, or any part thereof, after the expiration of the term of this lease, unless otherwise agreed in writing, such holding over shall constitute and be construed as tenancy from month to month only, at a monthly rental as agreed upon.

17. DEFAULT BY TENANT: The following shall be deemed to be events of default by **Tenant** under the terms of this lease:

(a) **Tenant** shall fail to pay any installment of the rent on the date rent is due and such failure shall continue for a period of **ten days**.

(b) **Tenant** shall fail to comply with any term, condition or covenant of this lease, other than payment or rent, and shall not cure such failure within **thirty days** after written notice thereof to **Tenant**, or if such failure cannot reasonably be cured within the said thirty days and **Tenant** shall not have commenced to cure such failure within said thirty days and shall thereafter with reasonable diligence and good faith proceed to cure such failure.



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(c) **Tenant** shall become insolvent, or shall make a transfer in fraud of creditors, or shall make an assignment for the benefit of creditors.

(d) **Tenant** shall file a petition under any section or chapter of the National Bankruptcy Act, as amended, or under any similar law or statute of the United States or any State thereof; or **Tenant** shall be adjudged bankrupt or insolvent in proceedings filed against **Tenant** there under.

(e) A receiver or trustee shall be appointed for all or substantially all of the assets of **Tenant**.

(f) Upon the occurrence of any of such events of default, **Landlord** shall have the option to pursue any one or more of the following remedies and such default shall continue for 30 days.

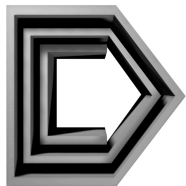
(1) **Tenant** shall immediately surrender the premises to **Landlord** and if **Tenant** fails to do so, **Landlord** may, without prejudice to any other remedy which it may have for possession or arrearages in rent, enter upon and take possession of the demised premises and expel or remove **Tenant** and any other person who may be occupying said premises or any part thereof, by force if necessary, without being liable for prosecution of any claim or damage therefore; and **Tenant** agrees to pay to **Landlord**, on demand, the amount of all loss and damages, which **Landlord** may suffer by reason of such termination, whether through inability to relet the premises on satisfactory terms or otherwise.

(2) Enter upon and take possession of the demised premises and expel or remove **Tenant** and any other person who may be occupying said premises or any part thereof by force if necessary without liability for prosecution of any claim for damages thereof, and relet the premises and receive the rent therefore;

(3) Enter upon the demised premises, by force if necessary, without being liable for prosecution of any claim for damages therefore, and do whatever **Tenant** is obligated to do under the terms of this lease, and **Tenant** agrees to reimburse **Landlord** on demand for expenses which **Landlord** may incur in thus effecting compliance with **Tenant's** obligations under this lease, and **Tenant** further agrees that **Landlord** shall not be liable for any damages resulting to the **Tenant** from such action, whether caused by the negligence of **Landlord** or otherwise.

Pursuit of any of the foregoing remedies shall not preclude pursuit of any of the other remedies herein provided or any other remedies provided by law, nor shall pursuit of any remedy herein provided constitute a forfeiture or waiver of any rent due to **Landlord** hereunder or of any damages accruing to **Landlord** by reason of the violation of any of the terms, conditions and covenants herein contained.

18. LANDLORD'S LIEN: In addition to the statutory **Landlord's** lien, **Landlord** shall have at all times, a valid contractual lien for all rentals and other sums of money coming due hereunder from **Tenant**, upon all goods, wares, equipment, fixtures, furniture and other personal property of **Tenant** situated in or upon the demised premises and such property shall not be removed there from without the consent of **Landlord** until all arrearages in rent as well as any and all sums of money due to **Landlord** hereunder shall first have been paid and discharged. Upon the occurrence of an event of default by **Tenant**, **Landlord** may, in addition to any other remedies provided herein or by law, enter upon the demised premises and take possession of any and all goods, wares, equipment, fixtures, furniture and other personal property of **Tenant** situated on the premises without liability for trespass or conversion and having such property at the sale, at which **Landlord** or its assigns may purchase, and apply the proceeds thereof, less any and all expenses connected with the taking possession and sale of the property, as a credit against any sums due by **Tenant** to **Landlord**. Any surplus shall be paid to **Tenant**; and **Tenant** agrees to pay any deficiency forthwith.



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19. ATTORNEY'S FEES: If on account of any breach or default by **Landlord** or **Tenant** of their obligations to any of the parties hereto, under the terms, conditions and covenants of this lease, it shall become necessary for any of the parties hereto to employ an attorney to enforce or defend any of its rights or remedies there under, and should such party prevail, it shall be entitled to any reasonable attorney's fees incurred in such connection.

20. DESTRUCTION OF PREMISES: If the demised premises shall be damaged or destroyed or rendered untenable, in whole or part, by or as the result of fire or other casualty during the term hereof, **Landlord** shall repair and restore the same to a good tenable condition with reasonable dispatch, and the rent herein provided for shall abate entirely in case the entire premises are untenable or be prorated if only a portion is untenable and **Tenant** is conducting its business from the undamaged portion of the demised premises, until the same shall be restored to a tenable condition. If the demised premises are damaged or destroyed during the last six months of the term of this lease to the extent of more than thirty percent (30%) of the value thereof, **Landlord or Tenant** shall have the right to terminate this lease by written notice to the other within thirty days following such damage by destruction. Provided, however, that if **Tenant** shall fail to adjust its own insurance or to remove its damaged goods, wares, equipment or property within a reasonable time, and as a result thereof, the repairing and restoration is delayed, there shall be no abatement of rental during the period of such resulting delay, and provided further that there shall be no abatement of rental if such fire or other cause damaging or destroying the demised premises for storage during the period of repair, a reasonable charge shall be made therefore against **Tenant**, and provided further that in case the demised premises or the building of which the demised premises are a part, shall be destroyed to the extent of more than one-half of the value thereof, **Landlord or Tenant** may at its option, terminate this lease forthwith.

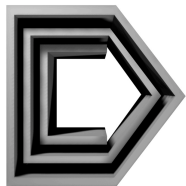
21. WAIVER OF DEFAULT: No waiver by the parties hereto of any default or breach of any term, condition or covenant of this lease shall be deemed to warrant any subsequent default or breach of the same or any other term, condition or covenant contained herein.

22. REMOVAL BY TENANT: **Tenant** shall have the right to remove from the demised premises all of its signs, shelving and other fixtures and equipment, and any and all other trade fixtures, which it has installed in and upon the demises premises, all of said property being hereby expressly reserved and retained by **Tenant** provided, however, that **Tenant** is not in default of any of the terms and conditions of this lease agreement and that **Tenant** shall repair any damage caused by removal of its property.

23. FORCE MAJEURE: **Landlord** shall not be required to perform any term, condition or covenant in this lease so long as such performance is delayed or prevented by force majeure, which shall mean acts of God, strikes, lockouts, material or labor restrictions by any governmental authority, civil riot, floods, and any other cause not reasonably within the control of **Landlord** and which by the exercise of due diligence **Landlord** is unable, wholly or in part, to prevent or overcome.

24. EXHIBITS: All exhibits, attachments and instruments referred to herein shall be considered a part hereof for all purposes with the same force and effect as if copied in full.

25. USE OF LANGUAGE: Words of any gender used in this lease shall be held and construed to include any other gender, and words in the singular shall be held to include the plural, unless the context otherwise requires.



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26. CAPTIONS: The captions or headings of paragraphs in this lease are inserted for convenience only, and shall not be considered in construing the provisions hereof if any question of intent arises.

27. NOTICES: Whenever, under this lease, provisions are made for notice of any kind, it shall be deemed sufficient notice and sufficient service thereof, if:

(a) Such notice to **Landlord** is in writing, addressed to **Landlord's** executive offices located at 1117 S. Douglas Boulevard, Suite B, Midwest City, Oklahoma 73130, or at such other address as **Landlord** may notify **Tenant** in writing, and return receipt requested, and

(b) Such notice to **Tenant** is in writing addressed to the last known post office address of **Tenant** and deposited in the United States mail by registered or certified mail return receipt requested, with postage prepaid.

28. RIGHT ASSIGNMENT: **Landlord** reserves the right to assign and subordinate this lease at all times to the lien of any mortgage or mortgages now or hereafter placed upon **landlord's** interest in the demised premises; provided, however, that no default by **Landlord** under any mortgage or mortgages shall affect **Tenant's** rights under this lease so long as **Tenant** substantially performs the obligations imposed upon it hereunder.

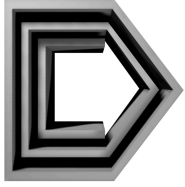
29. ENTIRE AGREEMENT: This lease shall constitute the entire agreement of the parties hereto; all prior agreements between the parties, whether written or oral, or merged herein shall be of no force and effect. This lease cannot be changed, modified or discharged orally but only by agreement in writing, signed by the party against whom enforcement of the change, modification or discharge is sought.

30. CUMULATIVE RIGHTS: The various rights, powers, elections and remedies of the **Landlord** and the **Tenant** contained in this lease shall be construed as cumulative and no one of them as exclusive of the other, or exclusive of any rights or priorities, allowed by law, and no rights shall be exhausted by being exercised on one or more occasions.

31. ASSIGNS: The covenants, conditions and agreements made and entered into by the parties hereto, shall be binding upon and inured to the benefit of their respective heirs, representatives, successors and assigns.

32. WAIVER OF SUBROGATION: **Landlord** and **Tenant** both agree with respect to damage from fire or other casualty or events, the risk of which are insurable under standard insurance policies, no insurer of either **Landlord** or **Tenant** against such risks of damage covering the demised premises shall have a right of subrogation against either **Landlord** or **Tenant**, their officers, directors, employees or agents and both **Landlord** and **Tenant** hereby release and waive any right to recover from said person for any damage covered by such insurance. Such waiver shall stand mutually terminated as of the date either **Landlord** or **Tenant** notifies the other party of the termination of such waiver or subrogation.

33. JOINT RESPONSIBILITY: It is understood that both Oklahoma Virtual Charter Academy and Insight School of Oklahoma are individually and collectively responsible for both lease agreements Dated January 15th, 2021, for the space at 1117 S. Douglas Blvd. Suite E & F, Midwest City, Oklahoma 73130.



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RENT SCHEDULE

FIRST TERM: July 2021 through June 2022 \$4,920.00 per month
FIRST TERM: July 2022 through June 2023 \$5,067.60 per month
FIRST TERM: July 2023 through June 2024 \$5,219.62 per month

EXTENTION 1: July 2024 through June 2025 \$5,376.21 per month
EXTENTION 1: July 2025 through June 2026 \$5,537.50 per month
EXTENTION 1: July 2026 through June 2027 \$5,703.62 per month

EXTENTION 2: July 2027 through June 2028 \$4440.00 per month
EXTENTION 2: July 2028 through June 2029 \$4573.20 per month
EXTENTION 2: July 2029 through June 2030 \$4710.39 per month

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED THIS LEASE AGREEMENT

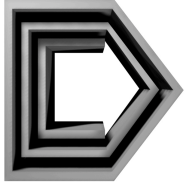
DOUGLAS DEVELOPMENT CORPORATION, Landlord
Cyrus R. Valanejad, Vice President, Landlord

Date: _____

OKLAHOMA VIRTUAL CHARTER ACADEMY, Tenant

Date: _____

PRINT NAME AND TITLE: _____



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EXHIBIT A

1. WORK OF LANDLORD: Landlord shall cause to be constructed and/or installed in the Premises the permanent leasehold improvements and tenant finish in accordance with design and space plans and construction drawings to be mutually agreed upon by Landlord and Tenant provided herein reflecting the work described on EXHIBIT B attached hereto and made a part hereof for all purposes (collectively, the "Landlord's Work"). The Landlord's Work will be performed by a general contractor of Landlord's choice.

2. PLANNING AND CONSTRUCTION: Landlord and Tenant shall cooperate in good faith in the planning and construction of the Landlord's Work and, except as otherwise set forth below, Tenant shall respond promptly to any request from Landlord or Landlord's contractor for Tenant's approval of any particular aspect thereof, it being agreed and understood that it is the intent and desire of the parties that the Premises be ready for Tenant's occupancy on or before July 1, 2021. So long as Tenant's presence does not interfere with or delay the progression of the Landlord's Work, Tenant and Tenant's agents shall be granted access to the premises upon reasonable advance notice to Landlord for inspecting the progress of Landlord's Work, Monday through Friday 9a to 3p, at no charge.

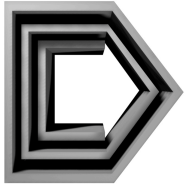
3. QUALITY OF WORK: Landlord shall supervise the construction of the Landlord's Work and shall cause same to be constructed and installed in a good and workmanlike manner in accordance with good industry standards.

4. COMPLETION OF CONSTRUCTION: The "Leasehold Improvements Completion Date" shall mean the date upon which (i) the Landlord's Work is substantially complete and in compliance with all applicable laws, including ADA, (ii) the Premises are delivered to Tenant in broom clean condition with all building systems (electric, plumbing, and sewer in good working order and condition and in compliance with all applicable laws and (iii) Midwest City, Oklahoma has granted the Tenant a temporary certificate of occupancy for the Premises. The City of Midwest City requires for all Tenant's furnitures to be in place prior to granting a certificate of occupancy.

5. WARRANTY: Landlord agrees that in the event that any defects in the construction of the Landlord's Work are discovered within one (1) year following the the Leasehold Improvements Completion Date (provided if such defect is covered by a warranty that extends beyond such date the terms of of this sentence shall run through such later date), Landlord will diligently repair (and replace if necessary) such defect so as to return such defective portion of the Landlord's Work to the condition such item was required to be delivered in on Leasehold Improvement Completion Date. Tenant is responsible for maintaining and repairing same in accordance with this lease.

Tenant Initial: _____

Landlord initial: _____



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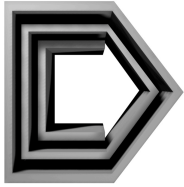
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6. COST OF LANDLORD'S WORK: Landlord shall pay all costs and expenses of the Landlord's Work. If the cost of the Landlord's Work as a result of change orders approved by **Tenant** in writing, then all additional costs so approved by **Tenant** in writing shall be reimbursed by the **Tenant** to **Landlord**. **Tenant** shall understand that such change orders may affect the completion date.

7. EXCLUSIONS: Landlord's Work does not include installing security system, fire suppression system, communication system (telephone and internet) and audio/video system. In addition Landlord's Work does not include any appliances.

Tenant Initial: _____

Landlord initial: _____

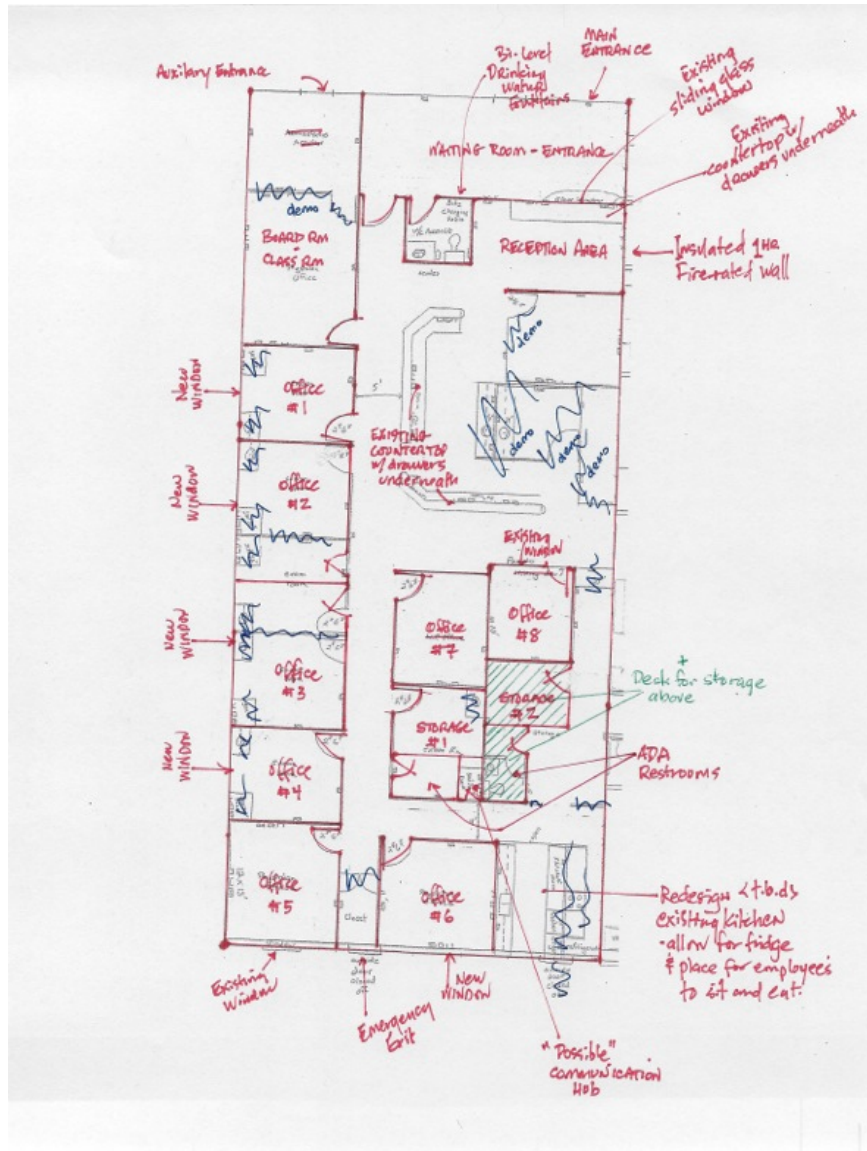


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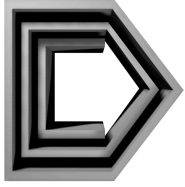
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EXHIBIT B



Tenant Initial: _____

Landlord initial: _____



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The scope of "Landlord's Work" includes but not limited to the description listed below.

- **New flooring throughout with Shaw Sumpter Shadow(color) and Johnsonite Base Cove in black. Or something comparable with the same cost/budget.**
- **Replace all light fixtures with LED light fixtures/strips/bulbs, depending on the application/circumstance.**
- **Repaint the entire space to tenants specifications.**
- **Replace all light switches to white decora/rocker switches.**
- **Assure the doors swing in the correct direction and/or light switches to the offices/storage don't fall behind the door swing.**
- **Re-cycle existing cabinets and countertops (millwork). Tenant may suggest changes based on condition and budget constraints (formica-type).**

Tenant Initial: _____

Landlord initial: _____

REQUEST FOR APPROVAL OF STATE AID AND/OR FEDERAL FUNDS FOR SCHOOLS
GENERAL FUND

S.A.&I. 307

Oklahoma County School District No. Z-2

To the County Clerk of Oklahoma County, State of Oklahoma:

We, the undersigned, duly qualified and acting officers of the Governing Board of the aforementioned school district of said County and State hereby certify that the notice of approval of the following State and/or Federal funds has been received and is currently on file in the school's business office:

1. Foundation & Salary Incentive Aid (3210)	\$ 6,485,333.59
2. Textbooks (3420)	13,341.91
3. Reading Sufficiency (3415)	55,134.75
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
Total	\$ 6,553,810.25

We further certify that these funds are in addition to and in excess of the State and/or Federal funds previously appropriated for the school district. We, therefore, request that the school's appropriations be increased by the following amounts:

Purpose or Item of Appropriation	Prior Approved Appropriations	Requested Application of Funds	Current Approved Appropriations	Added by County Clerk
1. Current Expense	17,193,468.56	6,553,810.25	23,747,278.81	6,553,810.25
2. Interest Reserve				
3. Grand Total	17,193,468.56	6,553,810.25	23,747,278.81	6,553,810.25

Submitted, by order of the Board, this _____ day of _____ 20____.

President of the Board

Clerk

CERTIFICATE OF COUNTY CLERK

STATE OF OKLAHOMA, COUNTY OF Oklahoma ss:

I, the duly qualified and acting County Clerk in and for the said County and State, do hereby certify that I have added the requested amounts to the appropriations of the school district in the manner requested by the School's Board of Education.

Done at _____ Oklahoma, this _____ day of _____ 20____.

County Clerk

(SEAL)

By _____ Deputy

OVCA P&L (Preliminary vs. Current) FY21

Managed Enrollments	Preliminary Budget	Current Budget	Variance
9 Month Average Enrollment	3,950	3,929	(21)
October WADM Count	6,668	6,593	(75)
Funding Sources			
Basic Formula Funding - K-8 and HS	23,184,007	22,925,669	(258,338)
Federal - Title Funds	1,364,982	1,364,982	-
Federal - IDEA Funds	413,147	413,147	-
Other Federal Funds	345,867	345,867	-
Total Funding	25,308,003	25,049,665	(258,338)
Instruction - Teachers			
Salaries	8,122,952	7,572,918	(550,034)
Benefits	1,809,664	1,610,102	(199,562)
Bonus	16,544	15,642	(902)
Travel	72,372	25,277	(47,095)
Phone	99,357	103,773	4,416
K12 Curriculum Delivery	470,924	430,724	(40,200)
Teacher Laptops	44,701	50,951	6,250
Non-Instructional Materials & Supplies	23,145	44,789	21,644
Conf., Teacher Training & Prof. Dev.	136,667	131,695	(4,972)
Printing, Mailing, Postage	1,742	1,730	(12)
ISP	-	-	-
Other	48,746	168,280	119,534
Total Instruction - Teachers	10,846,814	10,155,881	(690,933)
Instruction - Students			
Proctored Exams & Test Administration	118,514	117,862	(652)
K12 Curriculum Delivery	5,960,660	6,129,968	169,308
K12 Instructional Materials	3,443,050	3,597,948	154,898
K12 Computer, Peripherals, & Software	1,645,722	1,749,388	103,666
ISP	200,000	189,586	(10,414)
K12 Charges Other	106,005	106,005	-
Other	66,109	8,109	(58,000)
Total Instruction - Students	11,540,060	11,898,866	358,806
Student and Family Services			
Special Ed Contracted Svcs & Other Related Exp.	1,004,084	891,035	(113,049)
School Events	2,500	2,500	-
Total Student and Family Services	1,006,584	893,535	(113,049)
School Administration & Governance			
K12 Educational Services	3,796,200	3,757,450	(38,750)
Charter Authorizer Fee	-	-	-
Legal Services	11,000	11,000	-
Auditing - External	13,050	13,050	-
Board Development & Training	18,335	21,935	3,600
Administrator Travel	8,791	3,791	(5,000)
Administrator Phone	1,500	5,991	4,491
Admin Computer, Peripherals, & Software	64,115	64,115	-
Consultants	24,000	24,000	-
Administrative Temp/Contract Labor	40,100	16,100	(24,000)
Other	19,500	41,765	22,265
Total School Administration & Governance	3,996,591	3,959,197	(37,394)
Technology			
K12 Technology Services	1,771,560	1,753,477	(18,083)
Other	-	-	-
Total Technology	1,771,560	1,753,477	(18,083)
Facilities / Insurance / Other			
Rent	54,148	54,148	-
Maintenance/Repair Facility	6,000	23,500	17,500
Water & Electric	7,850	6,650	(1,200)
Telephone	24,236	24,232	(4)
Internet Connection	3,500	7,000	3,500
Conference calls	-	-	-
Outside Copying	1,950	3,025	1,075
Office Postage and Shipping	6,300	8,300	2,000
Office supplies and equipment	27,513	18,108	(9,405)
Computer equip. & installation	-	100	100
General Liability Insurance	83,000	83,000	-
Bank fees	700	700	-
Other	2,550	5,427	2,877
Total Facilities / Insurance / Other	217,747	234,190	16,443
Total School Expenditures This Period	29,379,356	28,895,146	(484,210)
Surplus (Deficit)	(4,071,353)	(3,845,481)	225,872
Total K12 Balanced Budget Credits	4,071,353	3,845,481	(225,872)
Adjusted Net Surplus (Deficits)	-	-	-



JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

January 27, 2021

Oklahoma Virtual Charter Academy Public Schools
Attn: Ms. Michelle Scionti
1160 S. Douglas Blvd.
Midwest City, OK 73130

Dear Ms. Scionti:

We are pleased to confirm our understanding of the services we are to provide Oklahoma Virtual Charter Academy Public Schools (the District) for the year ended June 30, 2021. We will audit the financial statements of the District as of and for the year ended June 30, 2021. We understand the financial statements will be presented in accordance with the financial reporting model as prescribed by the Oklahoma State Department of Education (the Regulatory Basis).

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements:

- 1) Schedule of expenditures of federal awards
- 2) Combining Statements

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting and financial reporting regulations prescribed by the Oklahoma State Department of Education, which differs from accounting principles generally accepted in the United States of America, and to report on the fairness of the additional information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. The objectives also include reporting on:

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

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the

116 WEST BRECKENRIDGE AVE, BIXBY, OK 74008
PHONE: 918.366.4440 FAX: 918.366.4443
WWW.JENKINSKEMPER.COM

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

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996, and the provisions of the Uniform Guidance and will include tests of the accounting records, a determination of major programs in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our single audit. Our reports will be addressed to the Board of Education of Oklahoma Virtual Charter Academy. We cannot provide assurances that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that

we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

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

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures-Compliance

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

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

Other Services

We will also assist in preparing the annual Estimate of Needs, financial statements, schedule of expenditures of federal awards, and related notes of the District in conformity with accounting and financial reporting regulations prescribed by the Oklahoma State Department of Education, which differs from accounting principles generally accepted in the United States of America, and the Uniform Guidance based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the

financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting and financial reporting regulations prescribed by the Oklahoma State Department of Education, which differs from accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

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

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

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with accounting and financial reporting regulations prescribed by the Oklahoma State Department of Education. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with accounting and financial reporting regulations prescribed by the Oklahoma State Department of Education; (2) you believe the supplementary information, including its form and content, is fairly presented in

accordance with accounting and financial reporting regulations prescribed by the Oklahoma State Department of Education; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

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

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

Engagement Administration, Fees, and Other

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

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

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

The audit documentation for this engagement is the property of Jenkins & Kemper, Certified Public Accountants, P.C., and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the Oklahoma State Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Jenkins & Kemper, Certified Public Accountants, P.C.'s personnel. Furthermore, upon request, we may provide photocopies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

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

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs such as report reproduction, typing, postage, travel, copies, etc., except that we agree that our gross fee, including expenses, will not exceed \$11,300.00. However, the filing fee to the State Auditors and Inspectors Office will be an additional \$100. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel

assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our document retention policy requires us to keep our audit workpapers for five years. After five years, these documents are securely disposed of.

We appreciate the opportunity to be of service to Oklahoma Virtual Charter Academy Public Schools and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let me know. If you agree with the terms of our engagement as described herein, please sign the enclosed copy and return it to us.

Very truly yours,

Jenkins & Kemper, CPAs P.C.

Jenkins & Kemper,
Certified Public Accountants, P.C.

RESPONSE:

This letter correctly sets forth the understanding of the Oklahoma Virtual Charter Academy Public Schools, Z-2, Oklahoma County.

By: _____

Title: _____

Date: _____

Joy Hofmeister
State Superintendent of Public Instruction
Oklahoma State Department of Education
2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599

CONTRACT FOR AUDIT OF PUBLIC SCHOOLS
2020-2021 SCHOOL YEAR

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

We, the undersigned, do hereby further stipulate that we have entered into an agreement to provide an annual audit of the financial affairs and transactions of all funds and activities of the school district specified below. The audit period shall cover the 2020-2021 fiscal year beginning July 1, 2020 and ending June 30, 2021.

This audit contract was approved by the Board of Education and entered in the minutes of its meeting on the _____ day of _____, 2021.

ATTEST:

CLERK

PRESIDENT

Oklahoma Virtual Charter Academy **Oklahoma** **55/Z-2**
DISTRICT **COUNTY** **COUNTY/DISTRICT NO.**

APPROVED THIS _____ DAY OF _____, 2021.

Jenkins & Kemper CPAs, P.C.
AUDITING FIRM



SIGNATURE OF AUTHORIZED REPRESENTATIVE OF AUDITING FIRM

PLEASE EXECUTE THIS FORM IN TRIPLICATE:

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

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

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

MUST BE FILED NO LATER THAN JUNE 30, 2021

Contracts dated prior to January 20, 2021, will **not** be accepted.

Contracts which do not contain **all** of the above provisions **will not** be accepted.



OKLAHOMA
VIRTUAL CHARTER ACADEMYSM

Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19

Oklahoma Virtual Charter Academy (“OVCA”) adopts this Assumption of Risk and Waiver of Liability policy relating to the Coronavirus / COVID-19 pandemic and requires any person engaging in ~~face-to-face~~face-to-face instruction, meetings, or entering into the OVCA facilities or any other facility for the purpose of “The Instruction” to execute form attached hereto. OVCA has adopted guidelines for in-person ~~work~~matters, which includes face-to-face meetings between teachers and students. OVCA is working to create a safe environment for its employees and any visitors to the office. Individuals are prohibited from visiting the OVCA office or conducting ~~face-to-face~~face-to-face/in-person meetings or event if they are experiencing any of the following symptoms: (1) muscle aches; (2) cough; (3) shortness of breath; (4) chills; (5) temperature of 100.4 F or higher; (6) headache; (7) sore throat; (8) gastrointestinal symptoms (less common but are nausea, vomiting, diarrhea); (9) any symptom as defined by the CDC as a COVID-19 symptom; (10) you have had close contact with anyone who has been diagnosed with COVID-19 or quarantined due to possible contact with COVID-19; or (10) you have been asked to self-isolate or quarantine by a medical professional or public health official. If you are experiencing any of these symptoms or would answer yes to any of these questions, ~~OVCA staff members, visitors, parents, volunteers, students~~you are not allowed in the OVCA ~~office-instructional~~ building and no ~~face-to-face~~face-to-face meetings are authorized between any teacher, parent, and / or student that has any of these symptoms or answers yes to any of these questions.

If you are not experiencing any symptoms and do not answer yes to any of the above questions, then you may enter the ~~OVCA offices and shall comply with OVCA’s protocols to enter building~~Building to participate in an in-person activity.

Protocol to enter a building

1. Use hand sanitizer and allow it to dry upon entry.
2. A face mask or face covering is required when attending any in-person activities, ~~moving around the office due to the Midwest City ordinance put into place on 7.28.20 set to end 10.27.20.~~
 - a. ~~You may wear your own face covering or mask—some masks may be available on site~~a. All persons entering sites for instructional activities will properly wear a face mask at all times.

b. Applicable exceptions include:

Oklahoma Virtual Charter Academy
1160 S Douglas Blvd
Midwest City, OK 73130
Phone: 405-259-9478 Fax: 405-259-8332
www.k12.com/ovca



OKLAHOMA VIRTUAL CHARTER ACADEMYSM

(i) Children under the age of 240; (ii) Person(s) with ~~medical or mental~~ health condition or disability for which the CDC has indicated mask usage is excepted that is not recommended to wear a face covering by CDC; (iii) Offices and workplaces that are not public service areas and where social distancing ~~can~~ be maintained; (iv) Person giving a speech for broadcast or to an audience; (v) Person performing work in which a face covering presents a hazard

3. Temperature-Taking Protocol:

- a. Upon entering the building. Go to temperature check area and take your temperature.
- b. Use the sanitizing wipes to wipe down the thermometer

Additional Directions for temperature checks in the main OVCA offices:

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- c. Log the staff member's or visitor's temperature on the Temperature Monitoring form found on the desk to the right of the printer on the ISOK side.

• IF the staff member's or visitor's temperature is 100 degrees or greater, wait 5 seconds and check again. IF staff or visitor's second temperature is 100 degrees or greater, individual must exit the building and staff must contact an administrator and it is recommended that the visitor contact their health care provider.

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Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19 Form

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I, _____, acknowledge that I have received a copy of the Assumption of Risk and Waiver of Liability policy concerning the novel COVID-19 and that I will abide by the requirements for participating in any ~~face-to-face~~ face-to-face instruction, meetings and / or entry to the OVCA facilities or any other facility for the purpose of "the instruction." The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. Federal and state authorities recommend social distancing to prevent the spread of the virus. **COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participating in any in-person or any other form of face-to-face instructions or other types of meetings with OVCA teachers, staff, administrators, agents, or representatives ("the Instruction") or accessing OVCA instructional facilities could increase the risk of contracting COVID-19.** OVCA in no way warrants that COVID-19 infection will not occur through

Oklahoma Virtual Charter Academy
1160 S Douglas Blvd
Midwest City, OK 73130
Phone: 405-259-9478 Fax: 405-259-8332
www.k12.com/ovca



OKLAHOMA VIRTUAL CHARTER ACADEMYSM

participation in any Instruction or accessing OVCA instructional facilities by a parent, volunteer, student, or other person that is not a staff member, teacher, agent or representative of OVCA.

By signing this Assumption of Risk and Waiver of Liability, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending any Instruction and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at OVCA instructional facilities may result from the actions, omissions, or negligence of myself and others, including, but not limited to, OVCA, and its management company, K12Stride, and their employees and other participants in the Instruction or visitors in the OVCA facilities or other places of instructional activities.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my attendance at the Instruction. On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless OVCA, its employees, agents, and representatives, of and from any claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of OVCA, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in the Instruction or entering the OVCA instructional facilities. If the person participating in the Instruction and / or entering the OVCA instructional facilities is under the age of 18, a parent or authorized guardian shall sign on behalf of the minor.

IN WITNESS WHEREOF, this instrument is duly executed this ____ day of _____, in the year _____.

Parent / Volunteer / Student Name (Print Clearly)

Signature

Date

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Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19

Oklahoma Virtual Charter Academy (“OVCA”) adopts this Assumption of Risk and Waiver of Liability policy relating to the Coronavirus / COVID-19 pandemic and requires any person engaging in face-to-face instruction, meetings, or entering into the OVCA facilities or any other facility for the purpose of “The Instruction” to execute form attached hereto. OVCA has adopted guidelines for in-person matters, which includes face-to-face meetings between teachers and students. OVCA is working to create a safe environment for its employees and any visitors to the office. Individuals are prohibited from visiting the OVCA office or conducting face-to-face/in-person meetings or event if they are experiencing any of the following symptoms: (1) muscle aches; (2) cough; (3) shortness of breath; (4) chills; (5) temperature of 100.4 F or higher; (6) headache; (7) sore throat; (8) gastrointestinal symptoms (less common but are nausea, vomiting, diarrhea); (9) any symptom as defined by the CDC as a COVID-19 symptom; (10) you have had close contact with anyone who has been diagnosed with COVID-19 or quarantined due to possible contact with COVID-19; or (10) you have been asked to self-isolate or quarantine by a medical professional or public health official. If you are experiencing any of these symptoms or would answer yes to any of these questions, you are not allowed in the OVCA instructional building and no face-to-face meetings are authorized between any teacher, parent, and / or student that has any of these symptoms or answers yes to any of these questions.

If you are not experiencing any symptoms and do not answer yes to any of the above questions, then you may enter the Building to participate in an in-person activity.

Protocol to enter a building

1. Use hand sanitizer and allow it to dry upon entry.
2. A face mask or face covering is required when attending any in-person activities. a. All persons entering sites for instructional activities will properly wear a face mask at all times.
 - b. Applicable exceptions include:
 - (i) Children under the age of 2; (ii) Person(s) with health condition or disability for which the CDC has indicated mask usage is excepted; (iii) Offices and workplaces that are not public service areas and where social distancing is maintained; (iv) Person giving a speech for broadcast or to an audience; (v) Person performing work in which a face covering presents a hazard

3. Temperature-Taking Protocol:

- a. Upon entering the building. Go to temperature check area and take your temperature.
- b. Use the sanitizing wipes to wipe down the thermometer

Additional Directions for temperature checks in the main OVCA offices:

- c. Log the staff member's or visitor's temperature on the Temperature Monitoring form found on the desk to the right of the printer on the ISOK side.

• IF the staff member's or visitor's temperature is 100.4 degrees or greater, wait 5 seconds and check again. IF staff or visitor's second temperature is 100 degrees or greater, individual must exit the building and staff must contact an administrator and it is recommended that the visitor contact their health care provider.

.....
I, _____, acknowledge that I have received a copy of the Assumption of Risk and Waiver of Liability policy concerning the novel COVID-19 and that I will abide by the requirements for participating in any face-to-face instruction, meetings and / or entry to the OVCA facilities or any other facility for the purpose of "the instruction.". The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. Federal and state authorities recommend social distancing to prevent the spread of the virus. **COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participating in any in-person or any other form of face-to-face instructions or other types of meetings with OVCA teachers, staff, administrators, agents, or representatives ("the Instruction") or accessing OVCA instructional facilities could increase the risk of contracting COVID-19.** OVCA in no way warrants that COVID-19 infection will not occur through participation in any Instruction or accessing OVCA instructional facilities by a parent, volunteer, student, or other person that is not a staff member, teacher, agent or representative of OVCA.

By signing this Assumption of Risk and Waiver of Liability, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending any Instruction and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at OVCA instructional facilities may result from the actions, omissions, or negligence of myself and others, including, but not limited

to, OVCA, and its management company, Stride, and their employees and other participants in the Instruction or visitors in the OVCA facilities or other places of instructional activities.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my attendance at the Instruction. On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless OVCA, its employees, agents, and representatives, of and from any claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of OVCA, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in the Instruction or entering the OVCA instructional facilities. If the person participating in the Instruction and / or entering the OVCA instructional facilities is under the age of 18, a parent or authorized guardian shall sign on behalf of the minor.

IN WITNESS WHEREOF, this instrument is duly executed this _____ day of _____, in the year _____.

Parent / Volunteer / Student Name (Print Clearly)

Signature

Date

Oklahoma Virtual Charter Academy (OVCA) tutoring Contract: Part 3 2020-2021 School Year

This Contract (the “Contract”) entered into and between Oklahoma Virtual Charter Academy (the “School”) and Ness-Hunkin Enterprises (DBA: Tutor Doctor Tulsa) (the “Contractor”), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

1. Duties of Contractor

The Contractor shall provide the following services relative to this Contract:

- Supply tutoring in a one-to-one capacity for up to 266 hours. The number of students enrolled in the program will be determined by the school. Most students should expect to receive 1-2 hours per week of tutoring. As new students are added it may take up to a week to get a tutor placed for the individual.
- Assure that tutors confirm with students the day before their sessions. If a student misses a session, the hour is still charged to the school. After the first miss, they must confirm with our office (or the tutor) and the school representative that they are agreeing to another session.
- If a student/family misses a second time during the year, then the student will be removed from the tutoring list, The Contractor will report the student to the School. The student’s family will then be contacted by administration. A back on track or comeback plan may be devised if there are no other students on the waiting list.
- After two misses, the student will be taken off the list/roster for tutoring times until further notice and reassurances are given from the school to Tutor Doctor. Depending on the schedule and remaining budget, the school may supply additional students—on a waiting list or those who have previously expressed interest—to Tutor Doctor to replace the ones removed.
- Supply monthly reports on students with summaries from tutoring sessions and hours used.

2. Duties of School

The School shall be responsible for the following for the purposes of this contract:

- Provide the contact information for each student, along with assessment scores.
- Provide an administrator as point of contact
- Coordinate with parents/guardians of students participating to complete and sign a release and waiver to authorize the school to share this information with the Contractor.

3. Location

Tutoring will take place at a location that is mutually agreeable to the school, the contractor and the parent/guardian of the student.

4. Consideration

The Contractor will charge and be paid at a rate of \$45.00 per hour per tutor for performing the duties set forth above, with a maximum 266 hours. The contractor will also charge a one-time \$100 administration fee.

5. Term

This Contract shall be effective until May 29, 2020 with option to renew once the contract term has been completed. Once the contract term is complete, both the Contractor and the School

shall discuss the outcomes of the service and decide whether to renew, in which case, a new contract shall be signed.

6. Payments

Contractor shall submit monthly invoices to the School. School shall pay invoice(s) within 30 days (net 30). Invoices will be sent to OVCA via email to the School's Principal for approval. Check payment of rendered services shall be directed to Ness-Hunkin Enterprises LLC dba Tutor Doctor and mailed to the following address: 3732 E 84th Street, Tulsa, OK 74137

7. Notice to Parties

Whenever any notice, statement or other communication is required under this Contract, it shall be sent via mail or e-mail to the following addresses, unless otherwise specifically advised. Notices to the School shall be sent to: Phillip Przybylo (pprzybylo@k12.com) High School Assistant Principal, Allison Miller (almliller@k12.com) High School Principal, Audra Plummer (aplummer@k12.com) The Head of School, Oklahoma Virtual Charter Academy 1160 S Douglas Blvd, Midwest City, OK 73130 405-259-9478

Notices to the Contractor shall be sent to: Jenny Ness-Hunkin, owner Ness-Hunkin Enterprises LLC dba Tutor Doctor, 3732 E 84th Street, Tulsa, OK 74137 (918) 420-9529
jnesshunkin@tutordocor.com

8. Confidentiality

Contractor agrees to follow, comply, and abide by all laws related to the confidentiality of student information. Contractor recognizes federal and state laws that protect the privacy of education records. Contractor will not use or further disclose student information as required by law and will employ appropriate and compliant safeguards to reasonably prevent the use or disclosure of student information by this Contract.

9. Progress Report

At the end of the term of the program and this Contract, both the Contractor and the School will discuss student progress and effectiveness of the tutoring sessions. Without the use of or disclosure of specific student information, the Contractor and School will measure student growth and success quantitatively and qualitatively.

10. Conclusion

The individuals signing this Contract represent that they are duly authorized to commit to the terms and conditions set forth in this Contract. Both parties have caused their duly authorized representatives to execute this Contract.

Ness-Hunkin Enterprises LLC dba Tutor Doctor

By:  Date: 2/09/2021
Jenny Ness-Hunkin Title: Owner

Oklahoma Virtual Charter Academy

By:_____ Date:_____

Name:

Title:

2021-2022 Academic Calendar

OVCA

July 2021						
Su	M	Tu	W	Th	F	Sa
				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

August 2021						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	Sa
			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		

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	M	Tu	W	Th	F	Sa
	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				

December 2021						
Su	M	Tu	W	Th	F	Sa
			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	

January 2022						
Su	M	Tu	W	Th	F	Sa
						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					

February 2022						
Su	M	Tu	W	Th	F	Sa
		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					

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
					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

May 2022						
Su	M	Tu	W	Th	F	Sa
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				

June 2022						
Su	M	Tu	W	Th	F	Sa
			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		

Date	Event or Holiday
Jul 05	Independence Day - School/Office Closed
Jul 19	New Teachers Start
Jul 26	Teachers Return
Jul 26	PD before school starts - online?
Jul 27	PD before school starts
Jul 28	PD before school starts
Aug 10	First Day Semester/1st Qtr/Block 1
Sep 06	Labor Day - School/Office Closed
Sep 24	School Break - School Closed
Oct 12	Last Day 1st Qtr/Block 1
Oct 13	Teacher Work Day - No School
Oct 14	Fall Break - School Closed
Oct 15	Fall Break - School Closed
Nov 05	Parent Teacher Conferences - No Classes
Nov 24	Thanksgiving Break - School Closed
Nov 25	Thanksgiving Break - School/Office Closed
Nov 26	Thanksgiving Break - School/Office Closed
Dec 15	Last Day Semester/2nd Qtr/Block 2
Dec 16	Teacher Work Day - No School
Dec 17	Teacher Work Day - No School
Dec 20	Winter Break - School Closed
Dec 21	Winter Break - School Closed
Dec 22	Winter Break - School Closed
Dec 23	Winter Break - School Closed
Dec 24	Winter Break - School Closed
Dec 27	Winter Break - School/Office Closed
Dec 28	Winter Break - School/Office Closed
Dec 29	Winter Break - School/Office Closed
Dec 30	Winter Break - School/Office Closed
Dec 31	Winter Break - School/Office Closed
Jan 03	Teacher Work Day - No School
Jan 04	Teacher Work Day - No School
Jan 05	First Day Semester/3rd Qtr/Block 3
Jan 17	MLK Day - School/Office Closed
Feb 21	President's Day - School/Office Closed
Feb 24	Professional Development
Feb 25	Professional Development
Mar 11	Last Day 3rd Qtr/Block 3
Mar 11	Parent Teacher Conferences - No Classes
Mar 14	Spring Break - School Closed
Mar 15	Spring Break - School Closed
Mar 16	Spring Break - School Closed
Mar 17	Spring Break - School Closed
Mar 18	Spring Break - School Closed
Apr 01	School Break - School Closed
May 25	Last Day Semester/4th Qtr/Block 4
May 26	Teacher Work Days Begin - No School
May 30	Memorial Day - School/Office Closed

Special Events
Prom: OVCA/ ISOK
HS Graduation:

OVCA High School Calculator Update

By Allison Miller OVCA HS Principal

Alg 2 will go first – 186 students @ \$120 = \$22,320

Approved in November—Already purchased and mailed to students

Alg 1, Geom, Pract Math, and PreCalc – 664 @ \$21 = \$13,944

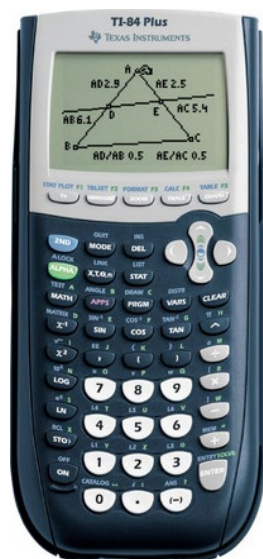
Requested in February Board Meeting

Funds: OVCA School Improvement Grant

OVCA High School would like to provide calculators for all high school students in a math class. Our mission is to get our students ready for the mathematics they will encounter in their post-secondary plans, no matter the pathway. Research shows, time and time again, that students who use calculators on a consistent basis are able to further understand and conceptualize the mathematics.

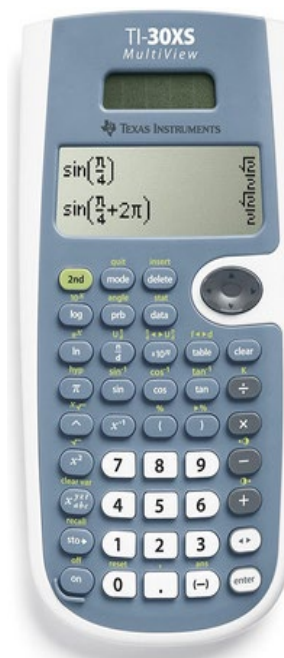
Currently, the board approved enough for all of our students in Algebra 2 to have a TI-84 graphing calculator at \$120 apiece, which includes shipping and handling to students and back to Stride.

Algebra 2 is mostly comprised of 11th graders, with 194 total students. Students taking algebra 2 are on the college track, meaning they are planning to attend college in some capacity. Therefore, this course prepares them for collegiate-level mathematics, including college algebra and pre-calculus. A graphing calculator will assist them not only in their current coursework and going deeper into mathematics, but also for the ACT. The TI-84 includes important ACT capabilities including: combinatorics, graphing a variety of functions and finding important graph components, statistics, evaluations expressions including both real and non-real numbers, matrices, trigonometry, and solving a variety of systems of equations.



TI-84 Graphing Calculator

Further, with additional funds to be approved by the board, OVCA High School would like to purchase TI-30 scientific calculators at \$21 apiece for students in algebra 1 (339 students), geometry (251 students), and practical math (74 students). The TI-30 calculator assists students in checking for errors and speeding up calculation times in order to go deeper into the mathematics to aid students in better understanding topics such as slope and rate of change, angle degrees and radians, trigonometric functions, exponent and log relationships, and a variety of statistical tests.



TI-30 Scientific Calculator

Memorandum of Understanding
Between
University of Oklahoma
And
Oklahoma Virtual Charter Academy

This Memorandum of Understanding ("MOU") between the Board of Regents of the University of Oklahoma by and through University Outreach's Center for Early Childhood Professional Development and Educational Training, Evaluation, Assessment, and Measurement (hereinafter "University") and the *Oklahoma Virtual Charter Academy* (hereinafter "School ") either party may be referred to as "Party" or cumulatively as the "Parties".

WHEREAS, the University has received funding for the express purpose of conducting research using the Virtual Early Learning Quick Assessments ("ELQA")

WHEREAS, School has agreed to allow the University to administer ELQA to their students.

WHEREAS, the University and School enter into this MOU for the express purpose of sharing information to further the ELQA program.

Period of Performance

The period of performance under this MOU is specified as January 1, 2021 through August 31, 2021 unless sooner terminated. Either Party hereto may terminate this Agreement at any time by giving not less than thirty (30) days advance written notice to the other Party.

Purpose

The purpose of this MOU is for the School to provide the University access to their students so the University can administer the ELQA Virtual Assessments and collect data over the 2020 – 2021 school year.

Consideration:

- In consideration for a School participating in the ELQA assessment, the University will provide the data collected from the Virtual ELQA Assessments as well as a small incentive, which is a book, for parents who participate for the 2020-2021 school year. The book will be provided to the school who will be responsible for getting it to the parents.

University Responsibilities:

- The University agrees to only use the information provided by the School for research purposes which will be included in a technical manual.
- The University will provide evaluators, who will partner with the school to schedule the virtual assessments with the parents as well as administer assessments to students in the School's designated virtual classrooms.
- The University will conduct the virtual assessments individually and will be responsible for collecting all necessary data.
- Any data that is compiled into reports for ELQA will be done with de-identified data.
- Provide the School with identifiable student data so that the teacher can use the data for instructional purposes by June 30, 2021.

School's Responsibilities:

- School will provide to University the information from the Reading Sufficiency Act (RSA) for each student that is participating in the ELQA-Kindergarten Research Project.
- School will provide the RSA information to the University no later than the following date:
 - June 8, 2021
- School will provide the University with an original report generated by the RSA testing software.
- School will provide the students for the University to conduct the assessments. The University perform the assessments during the following months: January 2021– July 2021
- School will work with ELQA to schedule the student assessments with the parents; either by the School setting up the assessments or sharing the parents contact information so that ELQA can schedule them directly.
- School will provide the following information for each student participating in the ELQA assessments:
 - Student's name and date of birth
 - Student's gender
 - Student's ethnicity
 - Student's race
 - Student's school and teacher
- School is responsible for getting the signed FERPA release covering both the School and the University from the parent or guardian of the student.

Both Parties agree to abide by the limitations on re-disclosure of personally identifiable information from education records as set forth in the Family Educational Privacy Act (34 CFR 99.33(1)(2)).

ACCEPTANCE OF MOU

This MOU contains all of the terms agreed upon by the Parties with respect to the subject matter of this MOU and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter, whether oral or written. This MOU may not be altered or amended except by mutual written agreement signed by both parties. The Parties hereto agree that they may conduct the transaction by electronic means and hereby state that electronic signature shall have the same force and effect as an original signature. By signing below, the parties indicate that this MOU accurately reflects their understanding of their responsibilities herein.

University**School**

By: _____
Belinda Biscoe, PhD
Interim Senior Associate Vice President

By: _____
Name of Signatory
Title

Date: _____

Date: _____



SECTION III: STUDENT POLICIES 3270

Handbook/Policy Exception Due to State or Federally Declared State of Emergency

Oklahoma Virtual Charter Academy (“OVCA” or “School”) board will allow the School to make an adjustment to board approved student parent handbook and policies to follow state or federal precautions related to a state of emergency that are put in to place to ensure student safety and well-being. Any and all adjustments will require Head of School approval after a discussion with a board representative. Any changes that last beyond the state of emergency timeframe will be reflected in the School handbook and approved by the board.



SECTION V: BUSINESS AND TECHNOLOGY POLICY 5050

Procurement and Purchases

Authorization and Approval

The Head of School and Ops Manager / Department Head are approved by the Board to approve and make expenditures on behalf of the school for operational purchases as outlined in K12/School Services Agreement. Procurement shall be made in the best interest of the school, upon considering the totality of the circumstances surrounding the procurement which may include but not be limited to price, quality, availability, timelines, reputation and prior dealings. Purchase requisitions must be completed for all restricted fund purchases and other one-time purchases. All purchase requisitions must show the amount of the purchase, if known, or if not known an estimate must be made. Prior to approving grant expenditures, the Head of School and Ops Manager / Department Head must be certain that the expenditures are in accordance with federal or state requirements. Approvals must be secured.

The School shall not purchase goods or services from any members of the governing board, an immediate ~~an immediate~~ family member or any member of the governing board nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the potential benefits and after the consideration set forth in the paragraph above.

Loans to employees and Board members are prohibited under all circumstances.

For purchases or contracts less than \$5,000 no quote will be required but pre-approval by the head of school will be required. The Head of School is the authorized signer for annual contracts less than \$5,000 and 12 months or less in length of term. The following exceptions authorize the head of school to purchase supplies and/or services in excess of the \$5,000 limit:

- Emergency purchases – In case of emergency to protect life, property and student records, the head of school is authorized to purchase supplies and/or services that exceed the \$5,000 limit but not more than \$10,000. In the event that such an emergency occurs, the board will be notified per board policy.
- State Testing purchases – Head of school is authorized to purchase state testing supplies and/or services, i.e. room and equipment rental, tech services, etc., that exceed the \$5,000 limit so long as supporting documentation for each contract is retained by Head of School.

The School must get three formal, documented quotes for all contracts and major purchases of supplies, materials, equipment, and contractual services over ~~\$50,000~~ \$25,000, to the extent possible. ~~All contracts and major purchases of supplies, materials, equipment, and contractual services above \$50,000 shall be based, when possible, on three competitive bids.~~ All public construction contracts exceeding \$50,000 shall be let and awarded to the lowest responsible bidder, by open competitive

Source: OVCA Board Policy adoption 6/2011

Revised 12/19/2013

Revised 8/21/2014

Revised 9/16/2015

Revised 11/17/2016

Revised 9/21/2017

Revised 2/18/2021

bidding after solicitation for sealed bids, in accordance with the provisions of the Public Competitive Bidding Act of 1974.

When formal bidding procedures are used, bids shall be advertised appropriately. Vendors shall be invited to have their names on mailing lists to receive invitations to bid. When bid specifications are prepared, bids will be mailed to all vendors who have indicated an interest in bidding. All bids will be opened at the time and place specified and all bidders and other interested persons will be invited to attend.

The board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the school. The board reserves the right to waive any informality, or reject, any and all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening bids. Any bid received after the time and dates specified will not be considered. The bidder to whom the award is made may be required to enter into a written contract with the board of directors.

Lease agreements

All lease agreements will be evidenced by a lease or sublease agreement approved by the board of directors and signed by the board chair. The agreement will identify all the terms and conditions of the lease.

Lease agreements may be negotiated by the school. ~~Lease agreements will be competitively bid as with any purchase.~~ Leases in excess of \$5000 per year will be approved by the board of directors.

Equipment which is furnished for school use by outside agencies on a rental or lease basis, ~~whether for a definite period for any period of time~~, will be covered by a purchase order. In case of leased equipment, the school will clearly mark the requisition "lease agreement" and specify whether it is a new or renewal lease. The same dollar limits apply as for all other purchases.

Technology Purchases

The Regional IT team must be consulted on technology purchase and implementation decisions. The IT team will assist in the securing of competitive pricing for computers, monitors, printers, software and school technology infrastructure components.

Equipment must be supportable by the K12 technology infrastructure and meet necessary requirements to ensure the security and privacy of sensitive school data.

All service contracts must be supported by a current written contract.

All technology purchases must be approved by the Regional Technology Manager and either the Head of School or Ops Manager / Department Head.

~~These purchase types include but are not limited to:~~~~including but not limited to:~~

- Database and system development

Source: OVCA Board Policy adoption 6/2011

Revised 12/19/2013

Revised 8/21/2014

Revised 9/16/2015

Revised 11/17/2016

Revised 9/21/2017

Revised 2/18/2021

- Hosting of systems
- Hardware and software purchases
- Vendor support

The Regional IT team must be consulted on technology purchase and implementation decisions. The IT team will assist in the securing of competitive pricing for computers, monitors, printers, software and school technology infrastructure components. This will also ensure the equipment is supportable by our technology personnel and that it meets the necessary requirements to ensure the security of sensitive school data.

Purchase Orders

Purchase orders for customary monthly expenses, such as travel to outings and professional development will be created for each traveler at the beginning of the fiscal year or upon hire. Allowable travel expenditures are outlined in the travel policy. Additional expense or travel must be requested and approved by the Head of School.

Teachers and other remote staff receive an annual budget for supplies that can be ordered directly through the office supply account. Requests of additional purchases of supplies must be pre-approved by the Head of School.

All purchases/expenses must be encumbered by the encumbrance clerk prior to the expense being incurred. Prior to the issuance of a purchase order, the Encumbrance Clerk must first determine that the encumbrance will not exceed the balance of the appropriation to be charged. The Encumbrance Clerk shall charge the ~~appropriate-applicable~~ appropriation accounts and credit the affected encumbrances outstanding accounts ~~the~~ with the appropriate encumbrances.

Purchase requisitions under \$5,000 must be approved by the Head of School or Ops Manager / Department Head. Purchase requisitions greater than \$5,000 require approval by both the Head of School and Ops Manager / Department Head. Requisitions must contain a clear description of the materials or services desired, accompanied by appropriate documentary materials.

All encumbrances are submitted to the Board for approval in the order of their issuance at each regularly scheduled Board meeting. Approved encumbrances shall be listed in the minutes by the minutes clerk.

Change orders must be issued if the bill exceeds the initial encumbrance. The Head of School may approve change orders that do not exceed the encumbrance by more than 10%. Change orders for more than 10% of the initial encumbrance must be approved by the Board.

Payments

All invoices must be paid in a timely manner within 30 days. Payments are issued at least once per week.

Source: OVCA Board Policy adoption 6/2011

Revised 12/19/2013

Revised 8/21/2014

Revised 9/16/2015

Revised 11/17/2016

Revised 9/21/2017

Revised 2/18/2021

For payments to be processed the following must occur:

Prior to the issuance of a purchase order, the Encumbrance Clerk must first determine that the encumbrance will not exceed the balance of the appropriations to be charged. The Encumbrance ~~Clerk~~ Clerk shall charge the ~~appropriate~~ applicable appropriation accounts and credit the affected encumbrances outstanding accounts with the ~~appropriate~~ encumbrances.

An itemized invoice clearly describing the items purchased, the quantity of each item, its unit price and total cost must be approved according to the School Delegation of Authority, signed as received, matched to a purchase order, properly detailed in Wen-Gage with OCAS coding and certified in Wen-Gage.

The Encumbrance Clerk scans invoices and emails payables spreadsheet with supporting documentation to Head of School for approval. Once approved, the Encumbrance Clerk prints the check from Wen-Gage. Invoices and supporting documentation are filed with corresponding purchase order.

Expense Reimbursement

The Encumbrance Clerk reviews all expense reports in order to:

- Ensure compliance with the School Board approved Travel and General Expenses policy, in accordance with federal or state requirements, if applicable.
- Confirm completion of supporting documentation.
- Send scanned and approved expense reports (summary page only) to K¹² Shared Services for accuracy verification prior to printing payment checks from Wen-Gage.

The Head of School reviews and approves all expense reports, except his/her own. The Regional Vice President approves the Head of School expense reports.

Payment of expense reports follows the same process as described above for all other payments.

The detailed process for submission of expense reports is outlined in the Operations Manual.

Gift Cards

For gift cards donated or granted to the school, the following must be documented:

~~For purchases of Gift Cards the following must be documented:~~

- Preapproval by the Head of School is required prior to purchase. Documentation must include the purpose of the gift cards, intended recipients and timing of distribution.
- All gift card purchases must be tracked closely by the person making purchases with the gift card.

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Source: OVCA Board Policy adoption 6/2011

Revised 12/19/2013

Revised 8/21/2014

Revised 9/16/2015

Revised 11/17/2016

Revised 9/21/2017

Revised 2/18/2021

- Gift card must be locked in a secure location with restricted access.

~~Monthly reconciliation of remaining gift cards and card distribution must be provided to K12 Shared Services and included in the monthly financial pack review by the Head of School. All gift cards distributed to teachers must be reported to payroll and is considered imputed income.~~

K12 Invoices for Payment

K12 Invoices are paid in the order of priority as outlined in the K12/School Services agreement. The Board authorizes the Head of School to review and approve invoices related to payroll, including the payroll and Instructional Coach invoices. All other K12 invoices are presented to the board for approval prior to payment.

Management and technology fees:

- Management and technology fee invoices are reviewed by the Head of School and Ops Manager / Department Head to confirm compliance with the Services Agreement.

Student computer, On-line School (OLS) invoices and materials:

- Invoices are reviewed against student records and approved by the Ops Manager / Department Head

Other K12 Billing:

- Invoices include Study Island, Payroll and other costs that are paid on behalf of K12 and charged back to the school according to the Services Agreement

Oversight fees:

- Oversight invoices (if any) are reviewed by the Head of School and Ops Manager / Department Head to confirm the fee is compliant per the Services Agreement. Once approved by the Head of School and Ops Manager / Department Head, the invoices are paid using the process outlined above unless netted out with the state funding. If the Oversight Fees are netted against funding, then reconciliation is completed as funding deposits are made to the school.

Source: OVCA Board Policy adoption 6/2011

Revised 12/19/2013

Revised 8/21/2014

Revised 9/16/2015

Revised 11/17/2016

Revised 9/21/2017

Revised 2/18/2021



SECTION V: BUSINESS AND TECHNOLOGY POLICY 5050

Procurement and Purchases

Authorization and Approval

The Head of School and Ops Manager / Department Head are approved by the Board to approve and make expenditures on behalf of the school for operational purchases as outlined in K12/School Services Agreement. Procurement shall be made in the best interest of the school, upon considering the totality of the circumstances surrounding the procurement which may include but not be limited to price, quality, availability, timelines, reputation and prior dealings. Purchase requisitions must be completed for all restricted fund purchases and other one-time purchases. All purchase requisitions must show the amount of the purchase, if known, or if not known an estimate must be made. Prior to approving grant expenditures, the Head of School and Ops Manager / Department Head must be certain that the expenditures are in accordance with federal or state requirements. Approvals must be secured.

The School shall not purchase goods or services from any members of the governing board, an immediate family member or any member of the governing board nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the potential benefits and after the consideration set forth in the paragraph above.

Loans to employees and Board members are prohibited under all circumstances.

For purchases or contracts less than \$5,000 no quote will be required but pre-approval by the head of school will be required. The Head of School is the authorized signer for annual contracts less than \$5,000 and 12 months or less in length of term. The following exceptions authorize the head of school to purchase supplies and/or services in excess of the \$5,000 limit:

- Emergency purchases – In case of emergency to protect life, property and student records, the head of school is authorized to purchase supplies and/or services that exceed the \$5,000 limit but not more than \$10,000. In the event that such an emergency occurs, the board will be notified per board policy.
- State Testing purchases – Head of school is authorized to purchase state testing supplies and/or services, i.e. room and equipment rental, tech services, etc., that exceed the \$5,000 limit so long as supporting documentation for each contract is retained by Head of School.

The School must get three formal, documented quotes for all contracts and major purchases of supplies, materials, equipment, and contractual services over \$50,000, to the extent possible. All public construction contracts exceeding \$50,000 shall be let and awarded to the lowest responsible bidder, by open competitive bidding after solicitation for sealed bids, in accordance with the provisions of the Public Competitive Bidding Act of 1974.

Source: OVCA Board Policy adoption 6/2011

Revised 12/19/2013

Revised 8/21/2014

Revised 9/16/2015

Revised 11/17/2016

Revised 9/21/2017

Revised 2/18/2021

When formal bidding procedures are used, bids shall be advertised appropriately. Vendors shall be invited to have their names on mailing lists to receive invitations to bid. When bid specifications are prepared, bids will be mailed to all vendors who have indicated an interest in bidding. All bids will be opened at the time and place specified and all bidders and other interested persons will be invited to attend.

The board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the school. The board reserves the right to waive any informality, or reject, any and all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening bids. Any bid received after the time and dates specified will not be considered. The bidder to whom the award is made may be required to enter into a written contract with the board of directors.

Lease agreements

All lease agreements will be evidenced by a lease or sublease agreement approved by the board of directors and signed by the board chair. The agreement will identify all the terms and conditions of the lease.

Lease agreements may be negotiated by the school. Leases in excess of \$5000 per year will be approved by the board of directors.

Equipment which is furnished for school use by outside agencies on a rental or lease basis, for any period of time, will be covered by a purchase order. In case of leased equipment, the school will clearly mark the requisition "lease agreement" and specify whether it is a new or renewal lease. The same dollar limits apply as for all other purchases.

Technology Purchases

The Regional IT team must be consulted on technology purchase and implementation decisions. The IT team will assist in the securing of competitive pricing for computers, monitors, printers, software and school technology infrastructure components.

Equipment must be supportable by the K12 technology infrastructure and meet necessary requirements to ensure the security and privacy of sensitive school data.

All service contracts must be supported by a current written contract.

All technology purchases must be approved by the Regional Technology Manager and either the Head of School or Ops Manager / Department Head.

These purchase types include but are not limited to:

- Database and system development
- Hosting of systems
- Hardware and software purchases

Source: OVCA Board Policy adoption 6/2011

Revised 12/19/2013

Revised 8/21/2014

Revised 9/16/2015

Revised 11/17/2016

Revised 9/21/2017

Revised 2/18/2021

- Vendor support

The Regional IT team must be consulted on technology purchase and implementation decisions. The IT team will assist in the securing of competitive pricing for computers, monitors, printers, software and school technology infrastructure components. This will also ensure the equipment is supportable by our technology personnel and that it meets the necessary requirements to ensure the security of sensitive school data.

Purchase Orders

Purchase orders for customary monthly expenses, such as travel to outings and professional development will be created for each traveler at the beginning of the fiscal year or upon hire. Allowable travel expenditures are outlined in the travel policy. Additional expense or travel must be requested and approved by the Head of School.

Teachers and other remote staff receive an annual budget for supplies that can be ordered directly through the office supply account. Requests of additional purchases of supplies must be pre-approved by the Head of School.

All purchases/expenses must be encumbered by the encumbrance clerk prior to the expense being incurred. Prior to the issuance of a purchase order, the Encumbrance Clerk must first determine that the encumbrance will not exceed the balance of the appropriation to be charged. The Encumbrance Clerk shall charge the applicable appropriation accounts and credit the affected encumbrance outstanding accounts with the appropriate encumbrances.

Purchase requisitions under \$5,000 must be approved by the Head of School or Ops Manager / Department Head. Purchase requisitions greater than \$5,000 require approval by both the Head of School and Ops Manager / Department Head. Requisitions must contain a clear description of the materials or services desired, accompanied by appropriate documentary materials.

All encumbrances are submitted to the Board for approval in the order of their issuance at each regularly scheduled Board meeting. Approved encumbrances shall be listed in the minutes by the minutes clerk.

Change orders must be issued if the bill exceeds the initial encumbrance. The Head of School may approve change orders that do not exceed the encumbrance by more than 10%. Change orders for more than 10% of the initial encumbrance must be approved by the Board.

Payments

All invoices must be paid in a timely manner within 30 days. Payments are issued at least once per week.

For payments to be processed the following must occur:

Prior to the issuance of a purchase order, the Encumbrance Clerk must first determine that the encumbrance will not exceed the balance of the appropriations to be charged. The Encumbrance

Source: OVCA Board Policy adoption 6/2011

Revised 12/19/2013

Revised 8/21/2014

Revised 9/16/2015

Revised 11/17/2016

Revised 9/21/2017

Revised 2/18/2021

Clerk shall charge the applicable appropriation accounts and credit the affected encumbrances outstanding accounts with the appropriate encumbrances.

An itemized invoice clearly describing the items purchased, the quantity of each item, its unit price and total cost must be approved according to the School Delegation of Authority, signed as received, matched to a purchase order, properly detailed in Wen-Gage with OCAS coding and certified in Wen-Gage.

The Encumbrance Clerk scans invoices and emails payables spreadsheet with supporting documentation to Head of School for approval. Once approved, the Encumbrance Clerk prints the check from Wen-Gage. Invoices and supporting documentation are filed with corresponding purchase order.

Expense Reimbursement

The Encumbrance Clerk reviews all expense reports in order to:

- Ensure compliance with the School Board approved Travel and General Expenses policy, in accordance with federal or state requirements, if applicable.
- Confirm completion of supporting documentation.
- Send scanned and approved expense reports (summary page only) to K¹² Shared Services for accuracy verification prior to printing payment checks from Wen-Gage.

The Head of School reviews and approves all expense reports, except his/her own. The Regional Vice President approves the Head of School expense reports.

Payment of expense reports follows the same process as described above for all other payments.

The detailed process for submission of expense reports is outlined in the Operations Manual.

Gift Cards

For gift cards donated or granted to the school, the following must be documented:

- Preapproval by the Head of School is required prior to purchase. Documentation must include the purpose of the gift cards, intended recipients and timing of distribution.
- All gift card purchases must be tracked closely by the person making purchases with the gift card.
- Gift card must be locked in a secure location with restricted access.

The school will not use any public funds to purchase gift cards

Source: OVCA Board Policy adoption 6/2011

Revised 12/19/2013

Revised 8/21/2014

Revised 9/16/2015

Revised 11/17/2016

Revised 9/21/2017

Revised 2/18/2021

K12 Invoices for Payment

K12 Invoices are paid in the order of priority as outlined in the K12/School Services agreement. The Board authorizes the Head of School to review and approve invoices related to payroll, including the payroll and Instructional Coach invoices. All other K12 invoices are presented to the board for approval prior to payment.

Management and technology fees:

- Management and technology fee invoices are reviewed by the Head of School and Ops Manager / Department Head to confirm compliance with the Services Agreement.

Student computer, On-line School (OLS) invoices and materials:

- Invoices are reviewed against student records and approved by the Ops Manager / Department Head

Other K12 Billing:

- Invoices include Study Island, Payroll and other costs that are paid on behalf of K12 and charged back to the school according to the Services Agreement

Oversight fees:

- Oversight invoices (if any) are reviewed by the Head of School and Ops Manager / Department Head to confirm the fee is compliant per the Services Agreement. Once approved by the Head of School and Ops Manager / Department Head, the invoices are paid using the process outlined above unless netted out with the state funding. If the Oversight Fees are netted against funding, then reconciliation is completed as funding deposits are made to the school.

Source: OVCA Board Policy adoption 6/2011

Revised 12/19/2013

Revised 8/21/2014

Revised 9/16/2015

Revised 11/17/2016

Revised 9/21/2017

Revised 2/18/2021



SECTION III: STUDENT POLICIES 3240

Webcam Usage

The Board of Education of the Oklahoma Virtual Chart Academy (“OVCA”) adopts a policy for online safety when using webcams during school activities such as but not limited to online classes, social activities, teacher/student help sessions, etc.

All staff and families wishing to use webcams as part of school activities will have to provide understanding and agreement of the school web cam expectations. Families shall agree to comply with the School-Parent Compact for using face to face platforms in order to use webcams (the “Compact”). The Compact will be part of the initial required agreements for student enrollment to be approved.

~~Webcam environment must be sterile and appropriate for schooling.~~ As described in the Parent-Student Handbook Compact, families shall be responsible for ensuring a home learning environment that complies with OVCA’s ~~requirements~~ policies for webcam usage is complied with. ~~The failure to comply with applicable policies and the Compact for an appropriate schooling environment, this includes providing a sterile and appropriate background for webcam usage. Failure to follow these policies~~ should result in disciplinary action consistent with the Student Conduct and Discipline procedures as outlined in the Parent-Student Handbook.



SECTION III: STUDENT POLICIES 3240

Webcam Usage

The Board of Education of the Oklahoma Virtual Chart Academy (“OVCA”) adopts a policy for online safety when using webcams during school activities such as but not limited to online classes, social activities, teacher/student help sessions, etc.

All staff and families wishing to use webcams as part of school activities will have to provide understanding and agreement of the school web cam expectations. Families shall agree to comply with the School-Parent Compact for using face to face platforms in order to use webcams (the “Compact”). The Compact will be part of the initial required agreements for student enrollment to be approved. As described in the Parent-Student Handbook, families shall be responsible for ensuring a home learning environment that complies with OVCA’s policies. for an appropriate schooling environment, this includes providing a sterile and appropriate background for webcam usage. Failure to follow these policies should result in disciplinary action consistent with the Student Conduct and Discipline procedures as outlined in the Parent-Student Handbook.



SECTION II: STUDENT POLICIES 2050

Grading Policy

Grades are assigned based on the following scale:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 0 – 59%

Percentages are rounded to the nearest whole number.

Grade Point Average

High School students will have a Grade Point Average (GPA) listed on their transcript. OVCA used a weighted GPA system to determine Class rank, Valedictorian, Salutatorian, and eligibility for Honor Roll and National Honor Society. GPA is determined by total grade points earned by total credits attempted. The following values are assigned to grades in each full year course:

A = 4

B = 3

C = 2

D = 1

F = 0

OVCA honors/Pre-AP level courses taken carry the following weighted value:

A = 4.25

B = 3.25

C = 2.25

D = 1.25

F = 0

Advanced Placement/College courses carry the following weighted values:

A = 5

B = 4

C = 3

D = 2

F = 0

Source: OVCA Board Policy adoption 8/21/2014

Updated 06/22/17

[Updated 2/18/2021](#)

Beginning January 1, 2021, sStudents transferring to OVCA with a Pass/Fail grade can earn course credits, but no GPA points will be given. Thus, Pass/Fail grades will not be calculated into GPA.

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Students taking concurrent courses at technology centers that are part of approved Associate in Applied Science degree programs may work with their technology center to obtain a college transcript indicating their applied credits. A student may submit their college transcript to OVCA to be awarded weighted credit based on the guidelines listed above.

Upon transferring to OVCA, prior credits including weight will be transcribed as it listed on an official transcript from the prior school.

Students may repeat a course in which they have earned an F; however, both grades will be reflected on the student transcript and figured into the overall grade point average. One does not erase the other. Credit in a specific subject will only be granted once for that class and the other course will receive credit for an elective class

Source: OVCA Board Policy adoption 8/21/2014

Updated 06/22/17

Updated 2/18/2021



SECTION II: STUDENT POLICIES 2050

Grading Policy

Grades are assigned based on the following scale:

A = 90-100%

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C = 70-79%

D = 60-69%

F = 0 – 59%

Percentages are rounded to the nearest whole number.

Grade Point Average

High School students will have a Grade Point Average (GPA) listed on their transcript. OVCA used a weighted GPA system to determine Class rank, Valedictorian, Salutatorian, and eligibility for Honor Roll and National Honor Society. GPA is determined by total grade points earned by total credits attempted. The following values are assigned to grades in each full year course:

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OVCA honors/Pre-AP level courses taken carry the following weighted value:

A = 4.25

B = 3.25

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F = 0

Advanced Placement/College courses carry the following weighted values:

A = 5

B = 4

C = 3

D = 2

F = 0

Source: OVCA Board Policy adoption 8/21/2014

Updated 06/22/17

Updated 2/18/2021

Beginning January 1, 2021, students transferring to OVCA with a Pass/Fail grade can earn course credits, but no GPA points will be given. Thus, Pass/Fail grades will not be calculated into GPA.

Students taking concurrent courses at technology centers that are part of approved Associate in Applied Science degree programs may work with their technology center to obtain a college transcript indicating their applied credits. A student may submit their college transcript to OVCA to be awarded weighted credit based on the guidelines listed above.

Upon transferring to OVCA, prior credits including weight will be transcribed as it listed on an official transcript from the prior school.

Students may repeat a course in which they have earned an F; however, both grades will be reflected on the student transcript and figured into the overall grade point average. One does not erase the other. Credit in a specific subject will only be granted once for that class and the other course will receive credit for an elective class

Source: OVCA Board Policy adoption 8/21/2014

Updated 06/22/17

Updated 2/18/2021



SECTION III: STUDENT POLICIES 3200

Online~~Social~~ Sessions and Sharing Contact Information

~~For student safety and privacy, Oklahoma Virtual Charter School ("OVCA") students are prohibited from sharing contact information during Class Connect Sessions or on Discussion Boards.~~

Students are permitted to share contact information during online ~~social~~ sessions, ~~held in Blackboard Collaborate with parent/legal guardian permission. Only students whose parent/legal guardian have completed the electronic permission slip will be able to attend the optional online session where contact information may be shared.~~ Sessions are monitored by OVCA staff, but it is the responsibility of the parent to discuss personal family rules and expectations regarding which contact information may be shared with classmates.

Parents are further advised that information and images shared during these social sessions may be available to all users of these sessions and are therefore no longer private. OVCA cannot guarantee the security of information that is disclosed or communicated online in such sessions, and parents authorize the release of such information at their own risk.

The right to participate in ~~social~~ online sessions is a privilege. If, in the sole and exclusive opinion of OVCA, the conduct of a student warrants the termination of this privilege, a student will be removed from the social sessions.

~~A family directory is also available so parents may find other parents by location of their homes and student grade levels. Parents may search by name and other information in a parent profile. The new directory is automatically updated as a parent's status changes, such as moving across town or changing an e-mail address. There is an online opt in/out capability, so parents can easily include or exclude themselves from the directory.~~

Source: OVCA Board Policy adoption 4/27/2016

Revised 2/18/2021

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Source: OVCA Board Policy adoption 4/27/2016

Revised 2/18/2021



SECTION III: STUDENT POLICIES 3200

Online Sessions and Sharing Contact Information

Oklahoma Virtual Charter School ("OVCA")

Students are permitted to share contact information during online sessions. Sessions are monitored by OVCA staff, but it is the responsibility of the parent to discuss personal family rules and expectations regarding which contact information may be shared with classmates.

Parents are further advised that information and images shared during these social sessions may be available to all users of these sessions and are therefore no longer private. OVCA cannot guarantee the security of information that is disclosed or communicated online in such sessions, and parents authorize the release of such information at their own risk.

The right to participate in online sessions is a privilege. If, in the sole and exclusive opinion of OVCA, the conduct of a student warrants the termination of this privilege, a student will be removed from the social sessions.

Source: OVCA Board Policy adoption 4/27/2016

Revised 2/18/2021



SECTION III: STUDENT POLICIES 3250

Prohibition of Gangs and Gang-Related Behavior or Incidents

Oklahoma Virtual Charter Academy (OVCA) recognizes that the possibility of the presence of the emerging gang-related behavior and gang-related incidents in our schools can create an atmosphere of intimidation and harm. The mere presence of such condition can be disruptive and potentially dangerous. It is therefore, the policy of OVCA that gangs and gang-related behavior or incidents are prohibited at any OVCA school activities or events.

Definitions and Descriptions of What is Prohibited:

1. Gangs: Any assembly of three or more individuals, who gather together on a continuing basis whose purpose, the district reasonably believes, is to commit antisocial behavior or to violate school district policy.

2. Gang-Related Behavior or Incidents: Any behavior or event, including but not limited to the following items, which has the effect of disrupting school activities or which fosters, enhances or encourages gang activity in the OVCA community:

- a. Profession of, wearing, use, distribution, or display of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, a gang. Students will not be permitted to wear pants below the waistline (Sagging and dragging) or wear caps, bandannas, handkerchiefs, shoestrings or any other item associated with gang-related behavior.
- b. Participation in any act, wither verbal or non-verbal, to include gestures, expressions, handshakes, etc. that may indicate in affiliation with, or membership in a gang.
- c. Participation in any act that may further the interest in gang affiliation or gang membership.
- d. Participation in any act that may be evidence of intimidation threats, "pay for protection", or any other behavior of potential violence.
- e. Participation in the writing, painting or inscribing of gang-related graffiti to include messages, symbols, or signs on school property.
- f. To assemble or congregate as a gang or members of a gang for any purpose.

Violation of Policy:

Students who violate this policy shall be subject to disciplinary action or may be subject to the filing of criminal charges depending upon the severity of the infraction. Students who violate this policy may be suspended.

Notification of Suspected Gang Activity

Any school employee, as defined by subsection A of Section 650.7 of Title 21 of the Oklahoma Statutes, who has reason to believe that a child under the age of eighteen (18) years is involved in gang activity shall notify

Source: OVCA Board Policy adoption 2/20/2020

Revision: 2/18/2021

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the person designated by the school district. Upon receiving such report, the person designated by the school district may report the matter to the nearest local law enforcement agency. The report may be made by telephone, in writing, personally or by any other method prescribed by the school district.

A school district employee or contractor who, in good faith and exercising due care in the making of a report pursuant to subsection A of this section, shall be granted immunity from all civil or criminal liability which might be incurred or imposed by making such report.

Source: OVCA Board Policy adoption 2/20/2020

Revision: 2/18/2021



SECTION III: STUDENT POLICIES 3250

Prohibition of Gangs and Gang-Related Behavior or Incidents

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Definitions and Descriptions of What is Prohibited:

1. Gangs: Any assembly of three or more individuals, who gather together on a continuing basis whose purpose, the district reasonably believes, is to commit antisocial behavior or to violate school district policy.
2. Gang-Related Behavior or Incidents: Any behavior or event, including but not limited to the following items, which has the effect of disrupting school activities or which fosters, enhances or encourages gang activity in the OVCA community:
 - a. Profession of, wearing, use, distribution, or display of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, a gang. Students will not be permitted to wear pants below the waistline (Sagging and dragging) or wear caps, bandannas, handkerchiefs, shoestrings or any other item associated with gang-related behavior.
 - b. Participation in any act, wither verbal or non-verbal, to include gestures, expressions, handshakes, etc. that may indicate in affiliation with, or membership in a gang.
 - c. Participation in any act that may further the interest in gang affiliation or gang membership.
 - d. Participation in any act that may be evidence of intimidation threats, “pay for protection”, or any other behavior of potential violence.
 - e. Participation in the writing, painting or inscribing of gang-related graffiti to include messages, symbols, or signs on school property.
 - f. To assemble or congregate as a gang or members of a gang for any purpose.

Violation of Policy:

Students who violate this policy shall be subject to disciplinary action or may be subject to the filing of criminal charges depending upon the severity of the infraction. Students who violate this policy may be suspended.

Notification of Suspected Gang Activity

Any school employee, as defined by subsection A of Section 650.7 of Title 21 of the Oklahoma Statutes, who has reason to believe that a child under the age of eighteen (18) years is involved in gang activity shall notify

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the person designated by the school district. Upon receiving such report, the person designated by the school district may report the matter to the nearest local law enforcement agency. The report may be made by telephone, in writing, personally or by any other method prescribed by the school district.

A school district employee or contractor who, in good faith and exercising due care in the making of a report pursuant to subsection A of this section, shall be granted immunity from all civil or criminal liability which might be incurred or imposed by making such report.