



Hogan Preparatory Academy

Hogan Preparatory Academy Board of Directors Meeting

Date and Time

Monday April 22, 2024 at 5:30 PM CDT

Location

Notice is hereby given that the Hogan Preparatory Academy Board will conduct a Board Meeting at 5:30 PM on Monday, April 22, 2024 at Hogan Preparatory Academy Main Office, at 1331 E Meyer Boulevard, Kansas City, MO.

Join Zoom Meeting

<https://us02web.zoom.us/j/84984386791?pwd=ZVUvMjlFejlRQ3hUYnV5SEltOWg2QT09>

Meeting ID: 849 8438 6791

Passcode: 2LtnSs

One tap mobile

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 - +1 386 347 5053 US
 - +1 507 473 4847 US
 - +1 564 217 2000 US
 - +1 669 444 9171 US
 - +1 669 900 6833 US (San Jose)
 - +1 689 278 1000 US
-

- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US

Meeting ID: 849 8438 6791

Passcode: 779350

Find your local number: <https://us02web.zoom.us/j/kczDT5NXyZ>

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
Opening Items			
A. Record Attendance and Guests		Albert Ray	1 m
Quorum Established			
B. Call the Meeting to Order		Albert Ray	1 m
C. Adoption of Agenda	Vote	Albert Ray	1 m
D. Comments from Public		Albert Ray	3 m
• Leslie Vaughn, Speaker			
E. Comments from the Board President		Albert Ray	5 m
F. Comments from the Executive Director		LaDonna Johnson	20 m
• Mike Robinson, Upper Campus Principal			
• Krischawna Robinson, Lower Campus Principal			
• Dr. Mary Esselman, Operation Breakthrough			
II. Consent Agenda			6:01 PM
A. Approve February 26, 2024 Minutes	Approve Minutes	Albert Ray	1 m

	Purpose	Presenter	Time
B. Hogan HR Report	Vote	Albert Ray	1 m
III. Academic Committee Report			6:03 PM
A. HPA Academic Committee Report	Vote	Dr. Tamara Burns	10 m
IV. Finance Committee			6:13 PM
A. HPA Finance Committee Report	Vote	Eva Spilker	10 m
B. Approve Expenses	Vote	Albert Ray	1 m
V. Old Business			6:24 PM
A. PIACC Update	Discuss	LaDonna Johnson	5 m
B. HPA RFP Audit Proposals	Vote	Eva Spilker	15 m
VI. New Business			6:44 PM
A. Approve 2024-2025 HPA Calendar	Vote	Dr. Annelise Thurber	5 m
B. HPA Policies Update	Vote	Dr. Annelise Thurber	10 m
C. 2024-2025 Curriculum	Vote		5 m
D. FY25 HPA Compensation	Vote	JoAnn Gama	10 m
VII. Calendar			7:14 PM
A. Upcoming Dates	Discuss	LaDonna Johnson	1 m
	<ul style="list-style-type: none"> • May 21st HPA Class of 2024 Graduation, 7pm, Macedonia Baptist Church, 1700 Linwood Blvd, KC MO • May 23rd Movie Night at Hogan, 6pm, HPA High School • May 27th Memorial Day--Schools and offices closed • May 30th Last Day for Scholars • May 31st Staff Work Day; last day for Teachers • June 19th Juneteenth-Schools and offices closed • June 22nd Family Summit, 10am-12pm, HPA Elementary School 		

	Purpose	Presenter	Time
• June 24th	HPA BOD Meeting, 5:30pm		

VIII. Closing Items

7:15 PM

A.	Motion to Go into Closed Session	Discuss	Albert Ray	60 m
	<p>RSMo § 610.021. Closed meetings and closed records authorized when, exceptions, sunset dates for certain exceptions (1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.... 3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.....(13) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.</p>			
B.	Motion to Adjourn to General Session	Vote	Albert Ray	5 m
C.	Adjourn Meeting	Vote	Albert Ray	1 m

Coversheet

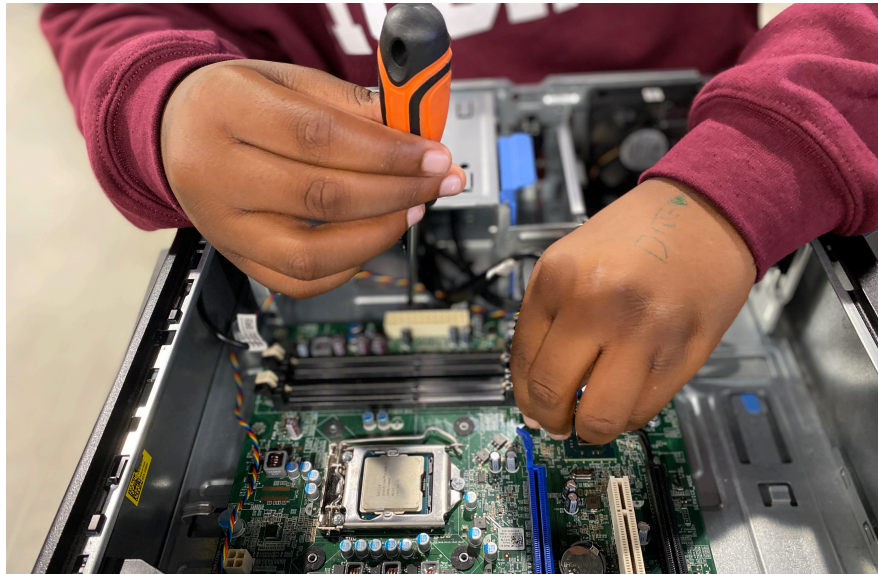
Comments from the Executive Director

Section: I. Opening Items
Item: F. Comments from the Executive Director
Purpose: FYI
Submitted by:
Related Material: March Monthly Update Hogan -.pdf

Hogan Prep Academy Student Profiles

Monthly Update

March 2024



Product Design: A'hmya McGee '24

A'hmya is in her second semester of Product Design at the Ignition Lab.

She is working through the advanced curriculum which includes designing her own 3D printed night light and experimenting with a clay 3D Printer to produce a set of usable drinking ware.

A'hmya has also been preparing for the OnShape Certification exam and intends to graduate with a certificate in Computer Aided Design.

She has been accepted at Kansas State University and wants to pursue a degree in chemical engineering.



Mechatronics: Demetrius Craig, '26

Demetrius has learned how to code/program in Scratch and is currently learning Python.

He has also learned how to solder and program Micro Bit circuits. He is able to build, modify, and program VEX robots to perform specific tasks.

Through mechatronics and the Opportunity Intern program, Demetrius is part of the 87 & Running First Tech Robotics Team.

As a member of the FTC team, he helped build and program the robot and used CAD to design and laser cut tokens for the FTC matches. He competed in 2 of the 3 FTC matches. The team placed 23rd in the region

Demetrius was awarded the Judges Choice award.



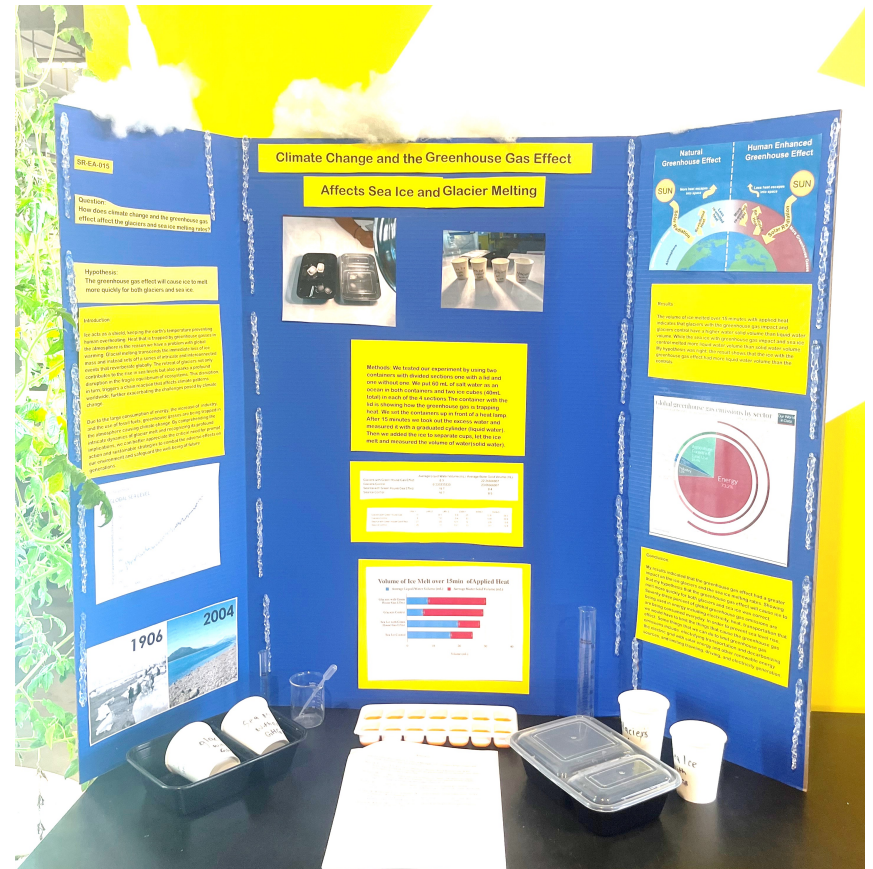
Green Tech: Morgan Monroe '26

Morgan has been in enrolled in Green Tech for two semesters. She has truly excelled.

For her capstone project she designed and conducted a science experiment about the effects of greenhouse gases on glacial and sea ice melting rates.

This semester she entered her project in the Union Station science fair and has worked on refining her paper and collecting more data.

She will attend the fair on Wednesday and set up her board. The fair will be open to the public on Friday next week.



Multi-Media: Josh Bryant '27

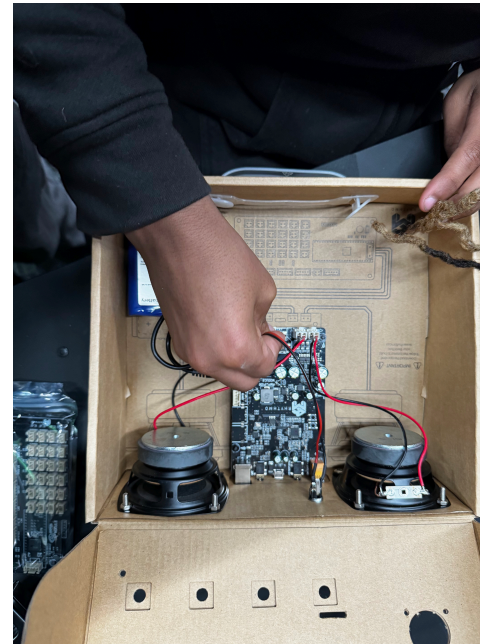
Josh is interested in Music Production.

In February, Josh took on the opportunity to build a BeatBox Digital Beat Machine.

The machine involves building electronic pieces from a kit, with the intent of building a machine for music performance.

Along with the help of student Bricen Fugate, Josh has the box fully assembled and working.

Josh recently composed his first piece of music where he loaded drum samples and recorded his performance. He hopes to make more pieces with the instrument and create more music.



Graphic Design: Antwan Jones '25

Antwan has been enrolled in Graphic Design for 2 semesters

He is learning Adobe Suite including Illustrator and Photo Shop. He is also learning Canva.

As part of the Graphic Design program, Antwan has learned how to use a Heat Press and screen t-shirts.

Currently Antwan is developing his own brand: Stardum Studios--

“My why is because I want to make everyone feel like a star because I feel like everyone is a star in their own making.”

Antwan Jones
Junior
Hogan Prep Academy



Coversheet

Approve February 26, 2024 Minutes

Section: II. Consent Agenda
Item: A. Approve February 26, 2024 Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Hogan Preparatory Academy Board of Directors Meeting on February 26, 2024

DRAFT



Hogan Preparatory Academy

Minutes

Hogan Preparatory Academy Board of Directors Meeting

Date and Time

Monday February 26, 2024 at 5:30 PM

Location

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- +1 346 248 7799 US (Houston)
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- +1 669 900 6833 US (San Jose)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 931 3860 US

- +1 689 278 1000 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)

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Passcode: 779350

Find your local number: <https://us02web.zoom.us/j/kczDT5NXyZ>

Directors Present

Albert Ray, Erin Lenihan (remote), Natalie Lewis

Directors Absent

Danielle Binion

Guests Present

Adrienne Page (remote), Eva Spilker (remote), Janice Thomas, Juanda Bryant (remote), Krischawna Robinson (remote), LaDonna Johnson (remote), Mike Jones, Phil Lascuola (remote), Tamara Burns, Tameka Green (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Albert Ray called a meeting of the board of directors of Hogan Preparatory Academy to order on Monday Feb 26, 2024 at 5:35 PM.

C. Adoption of Agenda

Natalie Lewis made a motion to Adopt the agenda.

Erin Lenihan seconded the motion.

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

Roll Call

Erin Lenihan Aye

Albert Ray Aye

Natalie Lewis Aye

Danielle Binion Absent

D. Comments from Public

E.

Comments from the Board President

- Commission held meeting with all charters
 - Common issues:
 - Transportation
 - Finance
 - Find ways to leverage association to advocate on our behalf

F. Comments from the Executive Director

- Great conference; able to hear same struggles throughout the charter schools
- Introduction of Dr. Tamara Burns as Regional Director
- Significant efforts to close academic gaps
- Focus on enrollment; instructional rigor and curriculum development
- Principals Jones and Robinson gave reports outlining highlights at both campuses

II. Consent Agenda

A. Approve December 11, 2023 Minutes

Erin Lenihan made a motion to approve the minutes from Hogan Preparatory Academy Board of Directors Meeting on 12-11-23.

Natalie Lewis seconded the motion.

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

Roll Call

Natalie Lewis Aye
Albert Ray Aye
Danielle Binion Absent
Erin Lenihan Aye

B. Approve December 20, 2023 Minutes

Erin Lenihan made a motion to approve the minutes from Hogan Preparatory Academy Board Special Meeting on 12-20-23.

Natalie Lewis seconded the motion.

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

Roll Call

Erin Lenihan Aye
Albert Ray Aye
Natalie Lewis Abstain
Danielle Binion Absent

C. Hogan HR Report

Natalie Lewis made a motion to Approve HR Report.

Erin Lenihan seconded the motion.

BOD requested arrival date be added to the report.
The board **VOTED** to approve the motion.

Roll Call

Danielle Binion Absent
Erin Lenihan Aye
Natalie Lewis Aye
Albert Ray Aye

III. Academic Committee Report

A. HPA Academic Committee Report

Natalie Lewis made a motion to Approve the Academic Committee Report.
Erin Lenihan seconded the motion.

- Dr. Burns discussed MAP and MPI data
- SPED provided update on the CAP

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

Roll Call

Danielle Binion Absent
Erin Lenihan Aye
Albert Ray Aye
Natalie Lewis Aye

IV. Finance Committee

A. HPA Finance Committee Report

Natalie Lewis made a motion to Approve Finance Committee Report.
Erin Lenihan seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Albert Ray Aye
Danielle Binion Absent
Natalie Lewis Aye
Erin Lenihan Aye

B. Approve Expenses

Natalie Lewis made a motion to Approve Expenses.
Erin Lenihan seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Natalie Lewis Aye
Albert Ray Aye

Roll Call

Erin Lenihan Aye
Danielle Binion Absent

C. Request for Proposal for Auditor

Natalie Lewis made a motion to Approve RFP for Auditor.
Erin Lenihan seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Erin Lenihan Aye
Albert Ray Aye
Danielle Binion Absent
Natalie Lewis Aye

V. New Business

A. Missouri Charter Public School Commission

Dr. Thurber went over the policy with the BOD.

VI. Closing Items

A. Motion to Go into Closed Session

Natalie Lewis made a motion to go into Closed Session pursuant to RSMo §610.021. Closed meetings and closed records authorized when, exceptions, sunset dates for certain exceptions (1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.... 3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.....(13) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment...with action to be taken.
Erin Lenihan seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Erin Lenihan Aye
Danielle Binion Absent
Albert Ray Aye
Natalie Lewis Aye

B. General Session

Board voted to approve alternative placement for behavior support.

C.

Motion to Adjourn to General Session

Natalie Lewis made a motion to Adjourn to the General Session.

Erin Lenihan seconded the motion.

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

Roll Call

Albert Ray Aye

Natalie Lewis Aye

Danielle Binion Absent

Erin Lenihan Aye

D. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:53 PM.

Respectfully Submitted,

Albert Ray

Coversheet

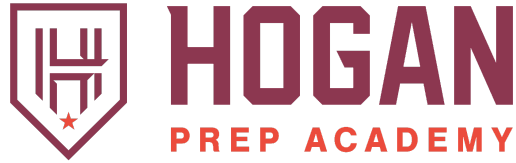
Hogan HR Report

Section: II. Consent Agenda
Item: B. Hogan HR Report
Purpose: Vote
Submitted by:
Related Material: April 2024 Board - HR Report.pdf

Coversheet

HPA Academic Committee Report





Section: III. Academic Committee Report
Item: A. HPA Academic Committee Report
Purpose: Vote
Submitted by:
Related Material: 2. Academic Board Report.pdf



Academic Committee Board Report

Let's take a look at our most recent data points!

Below is a snapshot of our increase of implementation of the PLA academic model across our schools and the corresponding increase of *proficiency* data. There is still room for improvement but we have areas to celebrate as growth is evident.

	February	Current	
Eureka Common Formative Assessments	<i>All grades levels were not giving the assessments</i>	11.5%*	
Close Reading Common Formative Assessments	8.8%	15.7%	
K-2nd Grade Foundational Math Common Assessments	55%	56%	
mClass Lesson Implementation	10%	85%	
Average Minutes on Zearn	66 mins	73.8 mins	

*100% of grades that have Eureka math are now giving the assessments. We are at 63.4% of students in each grade level taking the tests. In February, engagement was 42.75%. The goal is 90% engagement.



Interventions and Supports

As you can see above, the consistency in which our scholars have been receiving interventions and supports have also increased in the second semester. **mClass** is the reading intervention program that ensures our students receive direct and targeted instruction for missing reading foundational skills in phonemic awareness, decoding word reading, reading fluency, vocabulary, and more. **Zearn** is part of our math intervention program where students receive targeted math instruction to address learning gaps and missing skills to help students make sense of math and meet learning objectives.

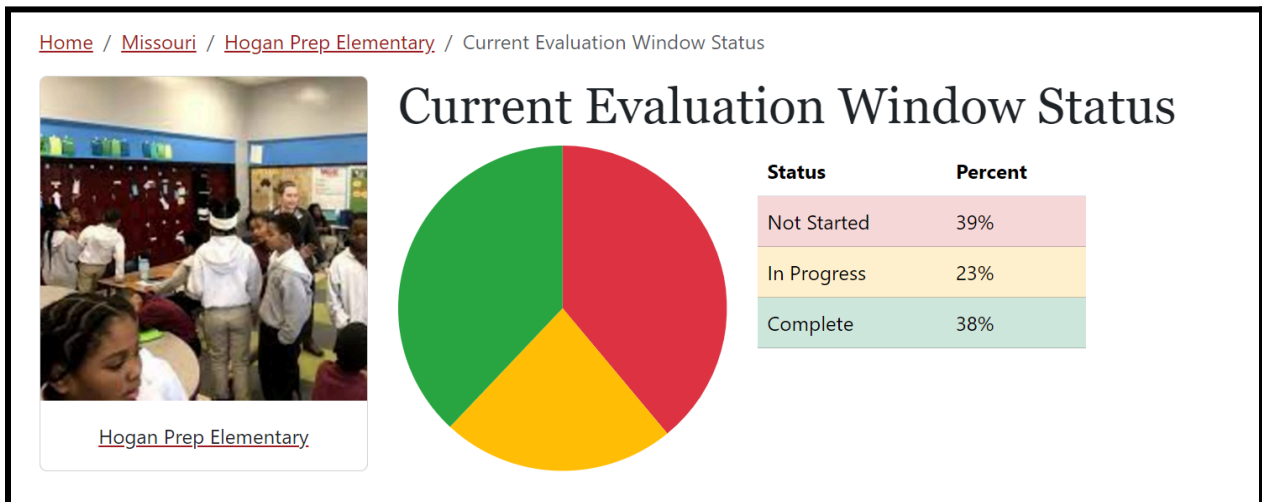
End of the Year Assessments

The end of the year assessments are either in progress or scheduled in the upcoming weeks. High school began the state assessments the week of April 8th. Elementary starts their assessments on Wednesday, April 17th. The middle school will begin the week of the 22nd. The EOY NWEA assessment, DIBELS, and Maze assessments will also be given in late April/early May. Updates to the board will be provided as the data is available.

End of the Year Evaluations

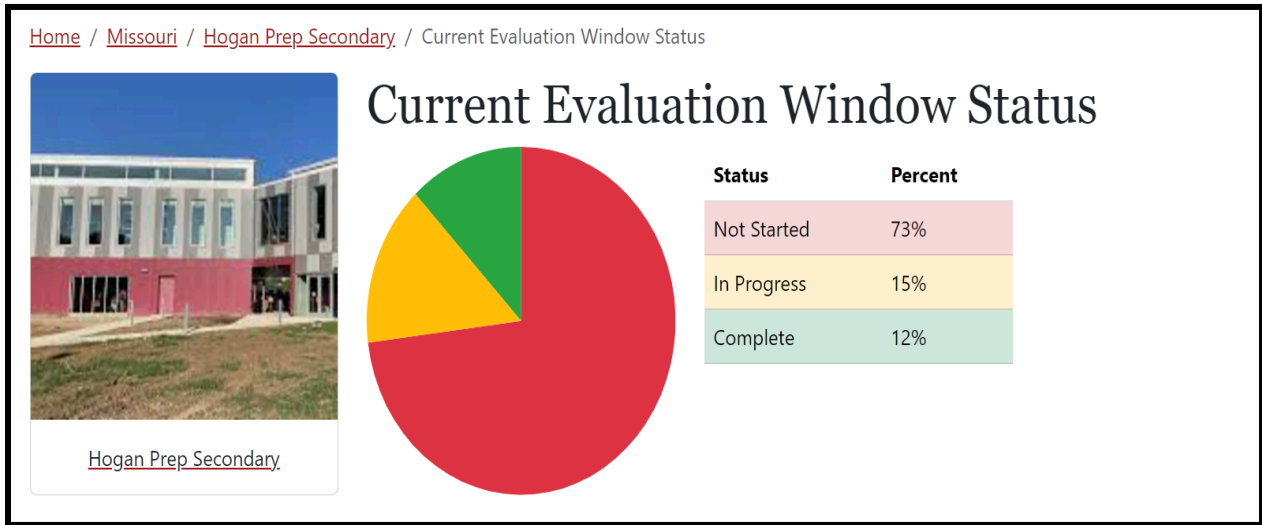
The End of the Year evaluations for teachers and staff are in progress. All evaluations are completed in PLA's Coaching Cycle Platform. This coaching cycle process encompasses quality discussions and regular effective feedback that enhances teacher practice and student achievement. Principals and school leaders have scheduled the EOY evaluations for their staff in their own calendars to ensure they meet the completion deadline, but the EOY evaluation is unannounced. Teachers also have an End of the Year Growth Goal based on the NWEA assessments from Fall to Spring. This is the percent of projected student growth versus the percent of students actually meeting their growth goals. Principals and administrators are currently completing the EOY evaluation process. Below are the completion rates for each school.

Elementary current completion rate: 38% completed and 23% in progress





Secondary current completion rate: 12% completed and 15% in progress



EOY Evaluation Breakdown by school site and school leader

April DATA to DATE				
Hogan Elementary	Observations	Coaching Conversations	Evaluations	Totals
Robinson	0	0	6- In progress/ 2- Complete	8
North	1	1	2- In progress/ 11- Complete	13
Collins	0	0	N/A	0
Richardson	1	3	N/A	4
Hogan Secondary	Observations	Coaching Conversations	Evaluations	
Jones	0	0	0- In progress/ 3- Complete	3
Shoffner	3	4	7- In progress/ 4- Complete	18
Bland	2	0	1- In progress/ 0- Complete	3
Allen	0	0	N/A	0
Bickham	0	0	0- In progress/ 0- Complete	0
Duncan	1	0	N/A	1
Oliver	0	0	N/A	0
Bell	3	0	N/A	3

This data is also shared with the leadership team at each school in weekly PowerNotes. Please find a copy of the last two PowerNotes for more information. Principals ensure student performance data is analyzed, interpreted, and used to regularly monitor



progress towards school achievement and growth goals for individual students. As an accountability measure, the Regional Director meets 1-on-1 with each principal every week to review their weekly plans and metrics. Progress towards metrics are noted, and plans for the following week are made.

Driving Success	Week of:	Metric #1 Description	% Completion	Metric #2 Description	% Completion	Key 2-3 Tactics
<input type="checkbox"/>	3.18.24	After reviewing attendance protocols, this week: 1) Identify the staff member who will work with Ms. Jan to address weekly attendance concerns 2) Incorporate some attendance incentives to get our scholars excited about school.	100%	Review the survey data. Identify the 3 -5 questions made you pause? How will I respond or address these matters? This is beyond food or trying to buy good will. Send to Dr. Burns when completed by EOD on Friday.	100%	Meet with Dean of Culture about field trip process and calendar. Get a process in place and communicate expectations going forward at the leadership team meeting.

- [PowerNote: Week of April 15th](#)
- [PowerNote: Week of April 8th](#)

Coversheet

HPA Finance Committee Report

Section: IV. Finance Committee
Item: A. HPA Finance Committee Report
Purpose: Vote
Submitted by:
Related Material: HP - Monthly Presentation - March 2024.pdf
HP - Supplemental Report - March 2024v3.xlsx

HOGAN
PREP ACADEMY



March 2024 Financials

PREPARED APR'24 BY



- **Executive Summary**
- **Cash Forecast**
- **Key Performance Indicators**
- **Forecast Overview**
- **Annotated Financials**
- **Monthly Projections**
- **Balance Sheet**

Executive Summary

- As HPA closes out the 3rd quarter of FY24, our projected YE cash balance is \$9.7M, \$2.6M above budget. Our Days of Cash forecast is 202 days.
- This increase is due to two primary factors:
 - ✓ We have increased our ESSER III (Covid relief) funds such that we will be using 100% of them by 6/30/24. The funds must be spent by no later than 9/30/24. Since we have qualifying expenses in FY24, we plan to use the funds this year.
 - ✓ We have decreased our loan payment obligation to KLS. If you recall, earlier in the year we discovered that we'd budgeted this at 2x the amount due.

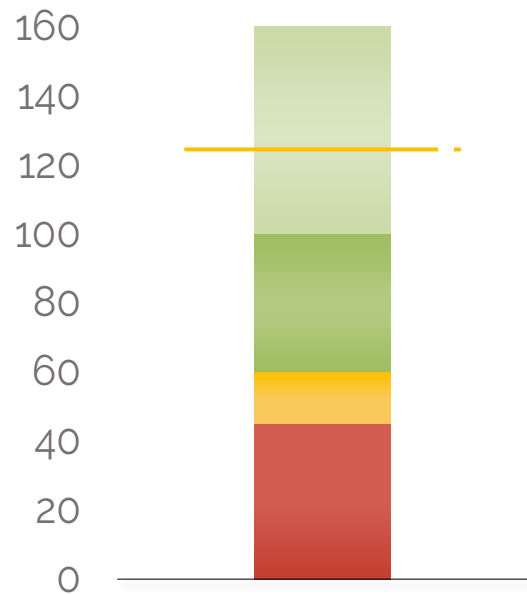
Executive Summary

- Overall, we continue to run under budget from our primary source, State funding.
 - Under enrollment and attendance (vs. budget) have produced a **\$1.47M** revenue deficit. This would be even more significant were we using this year's ADA in the funding formula.
- From an expense perspective, we continue to see improvement. We were able to further adjust our full year forecast on various expense items, lowering our YE outlook.
- Finally, remember that we are carrying a **\$1.5M** contingency on the FY24 budget for a potential legal settlement. Should that not occur, those monies will return to the bottom line. However, we plan to carry this contingency next year in the FY25 budget.

Key Performance Indicators

Days of Cash

Cash balance at year-end divided by average daily expenses

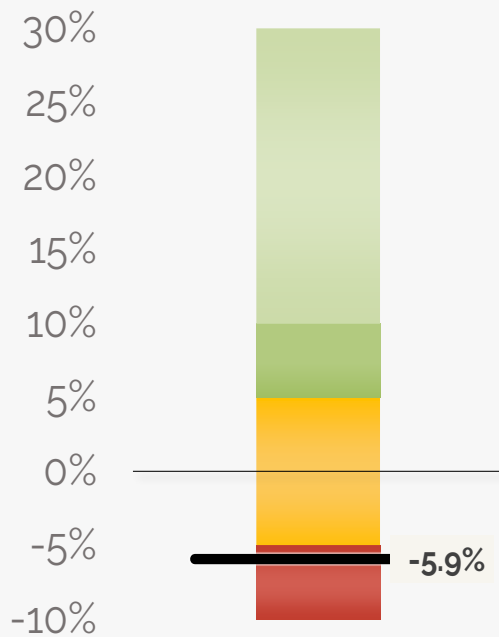


202 DAYS OF CASH AT YEAR'S END

The school will end the year with 202 days of cash. This is above the recommended 60 days

Gross Margin

Revenue less expenses, divided by revenue

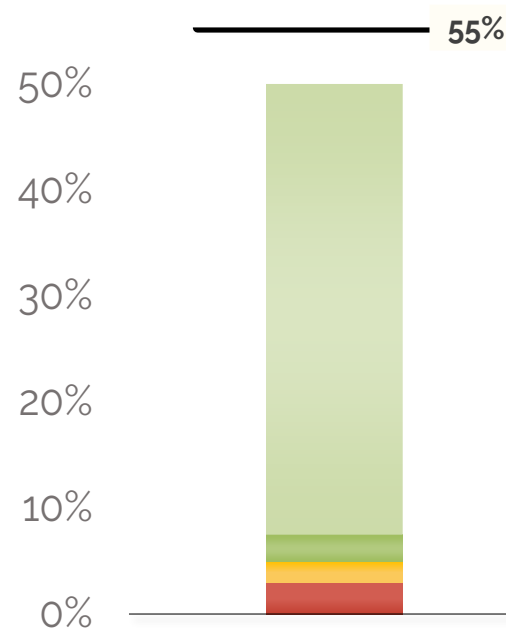


-5.9% GROSS MARGIN

The forecasted net income is -\$987k, which is \$2.6m above the budget. It yields a -5.9% gross margin.

Fund Balance %

Forecasted Ending Fund Balance / Total Expenses

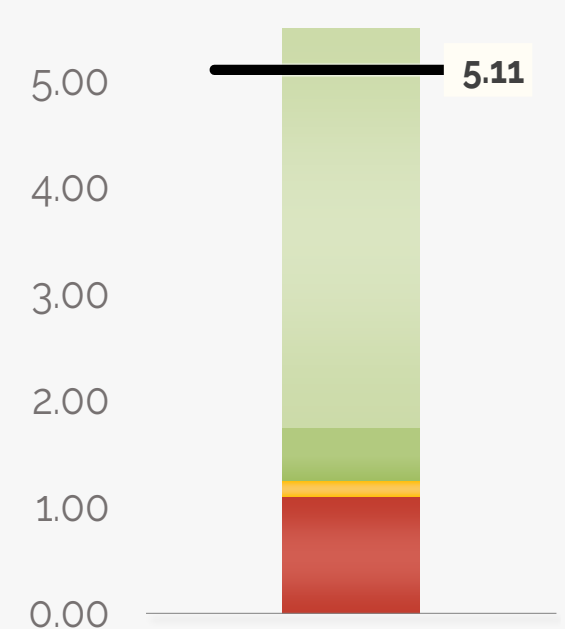


55.31% AT YEAR'S END

The school is projected to end the year with a fund balance of \$9,737,579. Last year's fund balance was \$10,725,056.

DSCR

Amount of cash flow available to meet annual interest and principal payments on debt



DSCR IS 5.11

Debt Service Coverage Ratio is defined by the school's bank covenants.

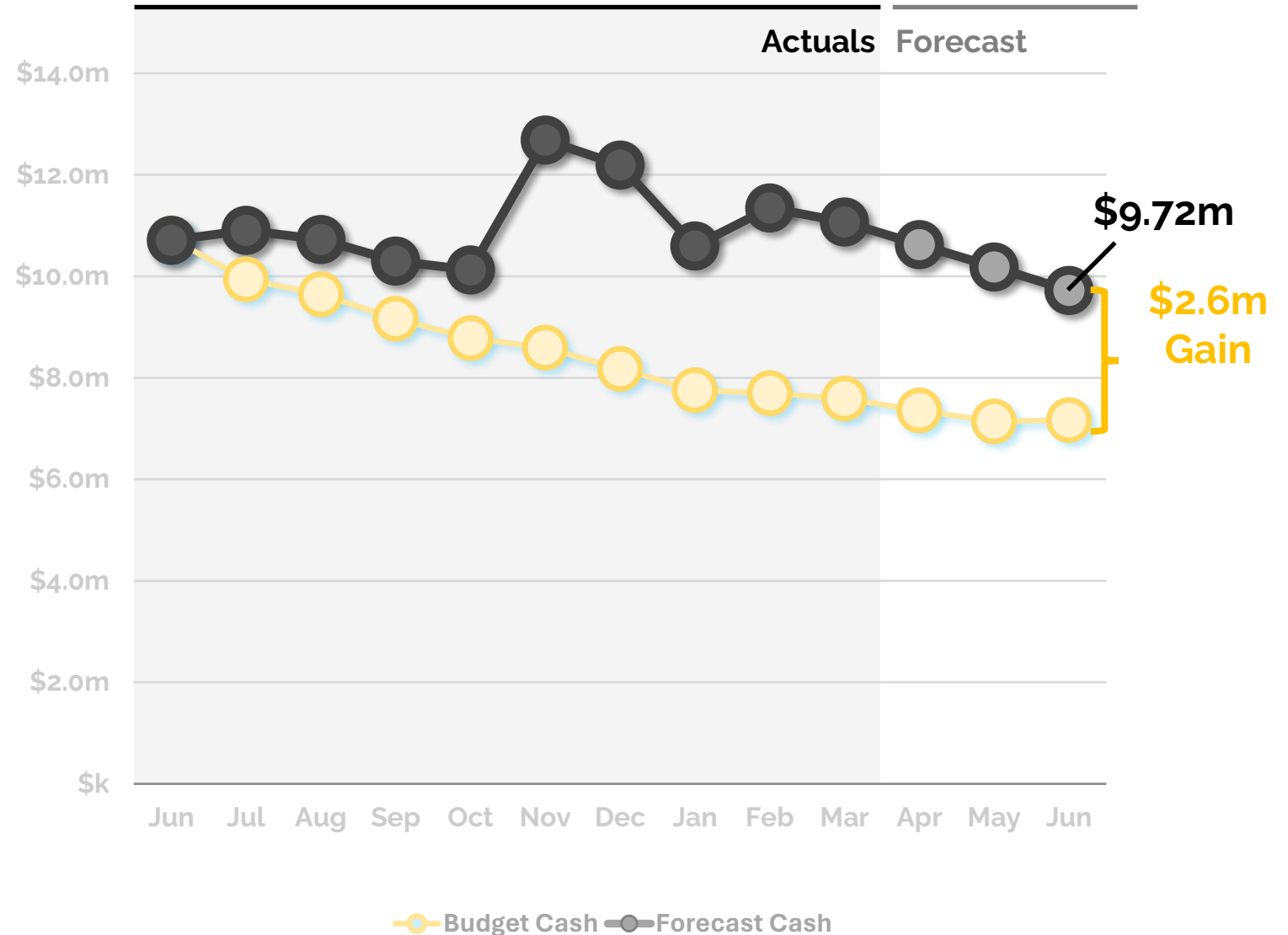
Forecast Overview

	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$16.6m	\$17.4m	-\$828k		Represents State funding shortfall due to under enrollment and lower than budgeted attendance, partially offset by increased forecast of use of ESSER III grant funds
Expenses	\$17.6m	\$21m	\$3.4m		This shows our IMPROVEMENT via reduced expenses for the full year + elimination of the duplicate KLS loan payment.
Net Income	-\$987k	-\$3.6m	\$2.6m		
Cash Flow Adjustments	-0	0	-0		
Change in Cash	-\$987k	-\$3.6m	\$2.6m		

Cash Forecast

202 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$9.7m**, **\$2.6m** above budget.



	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>	<i>Forecast</i>	<i>Budget</i>	<i>Variance</i>	<i>Remaining</i>
Revenue							
Local Revenue	1,044,311	921,592	122,719	1,245,504	1,212,621	32,883	201,192
State Revenue	8,200,675	9,054,586	(853,911)	10,931,137	12,532,413	(1,601,276)	2,730,462
Federal Revenue	2,859,858	2,267,679	592,179	4,190,617	3,218,230	972,387	1,330,759
Private Grants and Donations	181,053	138,750	42,303	181,053	150,000	31,053	-
Earned Fees	69,814	232,841	(163,027)	69,814	332,630	(262,816)	-
Total Revenue	12,355,712	12,615,448	(259,736)	16,618,125	17,445,894	(827,769)	① 4,262,413
Expenses							
Salaries	4,618,140	4,740,489	122,349	6,112,571	6,320,652	208,081	1,494,431
Benefits and Taxes	1,304,915	1,383,055	78,140	1,768,068	1,844,073	76,005	463,153
Staff-Related Costs	38,689	71,156	32,467	51,125	94,875	43,750	12,435
Rent	-	25,000	25,000	-	33,334	33,334	-
Occupancy Service	1,320,317	953,042	(367,275)	1,616,142	1,270,722	(345,420)	295,826
Student Expense, Direct	961,097	1,247,076	285,979	1,361,758	1,662,767	301,010	400,661
Student Expense, Food	393,566	833,108	439,542	600,000	1,110,810	510,810	206,434
Office & Business Expense	2,005,623	3,114,669	1,109,046	4,218,735	4,152,892	(65,843)	2,213,112
Transportation	534,253	713,449	179,196	831,265	951,265	120,000	297,012
Total Ordinary Expenses	11,176,599	13,081,043	1,904,444	16,559,665	17,441,391	881,726	5,383,066
Interest	718,628	63,175	(655,453)	945,936	84,233	(861,703)	227,308
Facility Improvements	86,511	2,619,866	2,533,355	100,000	3,493,154	3,393,154	13,489
Total Extraordinary Expenses	805,139	2,683,041	1,877,902	1,045,936	3,577,387	2,531,451	240,798
Total Expenses	11,981,738	15,764,084	3,782,346	17,605,601	21,018,778	3,413,177	② 5,623,863
Net Income	373,974	(3,148,635)	3,522,609	(987,476)	(3,572,884)	2,585,408	③ (1,361,450)
Cash Flow Adjustments	(11,963)	-	(11,963)	(0)	-	(0)	④ 11,963
Change in Cash	362,011	(3,148,635)	3,510,646	1,997,479	(3,572,884)	2,585,408	⑤ (1,349,487)

① REVENUE: \$828K BEHIND
 Lower State revenue due to under enrollment and lower attendance than budgeted, offset by increased ESSER III funds which will be used in FY24.

② EXPENSES: \$3.4M AHEAD
 Improvements across a majoring of expenses categories + adjustment to KLS loan repayment for FY24.

③ NET INCOME: \$2.6M ahead

④ CASH ADJ: \$0K BEHIND

⑤ NET CHANGE IN CASH: \$2.6M AHEAD

Monthly Financials

Income Statement	Actual									Forecast			TOTAL
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Revenue													
Local Revenue	214,626	41,800	113,114	112,607	129,133	93,742	100,212	149,217	89,859	67,064	67,064	67,064	1,245,504
State Revenue	923,510	892,452	907,991	914,386	3,543,253	73,984	75,810	75,076	794,213	910,154	910,154	910,154	10,931,137
Federal Revenue	16,099	16,858	28,145	0	302,165	355,890	66,117	1,775,073	299,511	443,586	443,586	443,586	4,190,617
Private Grants and Donations	1,000	0	0	26,603	3,350	150,000	0	100	0	0	0	0	181,053
Earned Fees	1,950	0	3,467	7,061	53,929	0	1,532	1,600	275	0	0	0	69,814
Total Revenue	1,157,185	951,111	1,052,717	1,060,656	4,031,831	673,616	243,671	2,001,066	1,183,859	1,420,804	1,420,804	1,420,804	16,618,125
Expenses													
Salaries	389,577	487,543	698,533	506,162	537,667	521,047	496,054	487,965	493,591	492,277	492,277	509,877	6,112,571
Benefits and Taxes	114,968	140,507	141,796	140,119	144,908	139,203	171,806	157,684	153,924	153,797	153,797	155,560	1,768,068
Staff-Related Costs	4,718	6,500	216	932	8,215	3,270	3,229	5,604	6,006	4,145	4,145	4,145	51,125
Rent	0	0	0	0	0	0	0	0	0	0	0	0	0
Occupancy Service	111,443	151,650	102,901	173,939	127,694	187,724	157,860	143,080	164,027	98,609	98,609	98,609	1,616,142
Student Expense, Direct	84,040	107,256	109,531	122,714	89,985	59,579	181,446	75,222	131,324	133,554	133,554	133,554	1,361,758
Student Expense, Food	863	0	0	29,194	76,512	79,627	66,030	84,788	56,553	68,811	68,811	68,811	600,000
Office & Business Expense	210,905	237,824	384,892	237,190	105,483	72,741	358,751	191,060	206,776	737,704	737,704	737,704	4,218,735
Transportation	4,265	1,500	12,928	31,376	109,814	79,950	192,841	86,300	15,278	99,004	99,004	99,004	831,265
Total Ordinary Expenses	920,778	1,132,780	1,450,798	1,241,625	1,200,279	1,143,141	1,628,018	1,231,703	1,227,477	1,787,901	1,787,901	1,807,264	16,559,665
Operating Income	236,406	-181,669	-398,081	-180,969	2,831,552	-469,525	-1,384,346	769,363	-43,619	-367,097	-367,097	-386,460	58,460
Extraordinary Expenses													
Interest	7,019	7,019	7,019	7,019	231,859	6,698	227,154	0	224,839	75,769	75,769	75,769	945,936
Facility Improvements	29,200	560	1,350	6,663	29,200	18,348	140	1,050	0	4,496	4,496	4,496	100,000
Total Extraordinary Expenses	36,219	7,579	8,369	13,682	261,059	25,046	227,294	1,050	224,839	80,266	80,266	80,266	1,045,936
Total Expenses	956,998	1,140,359	1,459,167	1,255,308	1,461,338	1,168,187	1,855,312	1,232,753	1,452,317	1,868,167	1,868,167	1,887,530	17,605,601
Net Income	200,187	-189,248	-406,450	-194,651	2,570,493	-494,571	-1,611,640	768,313	-268,458	-447,362	-447,362	-466,725	-987,476
Cash Flow Adjustments	-1,788	9,359	-19,437	19,077	-11,186	3,099	16,424	-21,221	-6,290	3,988	3,988	3,988	0
Change in Cash	198,399	-179,889	-425,887	-175,575	2,559,307	-491,472	-1,595,216	747,093	-274,749	-443,375	-443,375	-462,738	-987,476
Ending Cash	10,905,607	10,725,718	10,299,831	10,124,256	12,689,562	11,132,091	10,596,875	11,343,968	11,069,219	10,625,844	10,182,470	9,719,732	

	<i>Previous Year End</i>	<i>Current</i>	<i>Year End</i>
Assets			
Current Assets			
Cash	10,707,208	11,069,219	9,719,732
Total Current Assets	10,707,208	11,069,219	9,719,732
Total Assets	10,707,208	11,069,219	9,719,732
Liabilities and Equity			
Liabilities			
Current Liabilities			
Other Current Liabilities	-17,847	-29,810	-17,847
Total Current Liabilities	-17,847	-29,810	-17,847
Total Long-Term Liabilities	0	0	
Total Liabilities	-17,847	-29,810	-17,847
Equity			
Unrestricted Net Assets	10,725,056	10,725,056	10,725,056
Net Income	0	373,974	-987,476
Total Equity	10,725,056	11,099,030	9,737,579
Total Liabilities and Equity	10,707,208	11,069,219	9,719,732

Current full year picture shows a net loss of \$987,476. However, that does include \$1.5M in legal settlement contingency funds. Should that issue not be resolved, the \$1.5M would be added back into our cash reserves, for a net income of \$512,524.



QUESTIONS?

Please contact your EdOps Finance Team:

Jamie Berry

jamie@ed-ops.com

816-444-1530

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Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

HP - Supplemental Report - March 2024v3.xlsx

Coversheet

Approve Expenses

Section: IV. Finance Committee
Item: B. Approve Expenses
Purpose: Vote
Submitted by:
Related Material: 2024.03 HPA CheckRegisterbyType.pdf
2024.03 HPA Accounts Payable.pdf

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Check Register by Type

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User ID: NULLT

Payee Type: Vendor		Check Type: Automatic Payment			Checking Account ID: 1		
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
12520793	03/20/2024	X			KCWATERSER	KANSAS CITY WATER SERVICES	1,235.51
12520794	03/20/2024	X			GOOGLE	GOOGLE	840.80
12520795	03/28/2024	X			BAMBOOHRL	BAMBOO HR LLC	746.53
12520796	03/01/2024	X			UHC	UNITED HEALTH CARE	76,389.43
12520797	03/29/2024	X			KCPL	KANSAS CITY POWER & LIGHT	19,003.99
12520798	03/29/2024	X			SPIRE	SPIRE	4,226.67
12520810	03/04/2024	X			HARTFORD1	THE HARTFORD	4,387.99
12520819	03/24/2024	X			DIVVY	DIVVY CC	11,437.66
Checking Account ID: 1					Void Total:	0.00	Total without Voids: 118,268.58
Check Type Total:		Automatic Payment			Void Total:	0.00	Total without Voids: 118,268.58

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<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
82590285	03/07/2024	X			HEARTLOCK	HEART OF AMERICA LOCKSMITH	107.00
82590286	03/07/2024	X			MIDWESTSUP	MIDWEST SUPPLY INC	408.17
82590287	03/07/2024	X			IMAGINELEA	IMAGINE LEARNING LLC	21,720.00
82590288	03/07/2024	X			ENVISIONTE	ENVISION TECHNOLOGY GROUP, LLC	1,809.11
82590289	03/07/2024	X			ENVISIONTE	ENVISION TECHNOLOGY GROUP, LLC	350.00
82590290	03/07/2024	X			MIDWESTSHR	MIDWEST SHREDDING SERVICE LLC	45.00
82590291	03/07/2024	X			KCWATERSER	KANSAS CITY WATER SERVICES	1,391.53
82590292	03/07/2024	X			FSPCGARN	FAMILY SUPPORT PAYMENT CENTER	485.00
82590293	03/07/2024	X			KPCGARN	KANSAS PAYMENT CENTER	489.00
82590294	03/07/2024	X			MURRYJONAH	JONAH MURRY	90.00
82590295	03/07/2024	X			STAUDE	JOHN STAUDENMEYER	90.00
82590296	03/07/2024	X			HOWARDROD	RODNEY HOWARD	75.00
82590297	03/07/2024	X			RHYNES	DELBERT RHYNES	90.00
82590298	03/07/2024	X			PURDMAT	MATTHEW PURDIE	150.00
82590299	03/07/2024	X			HILLANT	ANTHONY HILL	75.00
82590300	03/07/2024	X			MCREALTY	MC REALTY GROUP, LLC	6,200.30
82590301	03/07/2024	X			ENVISIONTE	ENVISION TECHNOLOGY GROUP, LLC	5,734.74
82590302	03/07/2024	X			HEITROB	ROBERT HEITMAN	237.50
82590425	03/07/2024	X			UNIFIRSTCO	UNIFIRST CORPORATION	109.06
82590501	03/07/2024	X			LLOYDSABC	ALL BEVERAGE CONTROL, INC.	120.00
82590502	03/07/2024	X			MUTUALOFOM	MUTUAL OF OMAHA	3,999.44
82590503	03/07/2024	X			PDQLAWN	dba PDQ LAWN SERVICE	421.95
82590504	03/07/2024	X			RUSCON	JIM RUSCONI	400.00
82590505	03/07/2024	X			LASCPHI	PHILLIP LASCUOLA	1,309.65
82590506	03/07/2024	X			LIDDLE	LIDDLES SPORT SHOP	4,529.00
82590507	03/07/2024	X			SOLAROCEAN	SOLAR OCEAN 2, LLC	468.66
82590710	03/07/2024	X			INDUSTRYSP	INDUSTRY SPECIFIC SOLUTIONS	270.40
82590711	03/07/2024	X			JAMESWTIPP	JAMES W. TIPPIN & ASSOCIATES	857.50
82590712	03/07/2024	X			INDUSTRYSP	INDUSTRY SPECIFIC SOLUTIONS	1,476.80
82590713	03/07/2024	X			ELITEPROTE	BRANDON FARROW	1,928.50
82590714	03/07/2024	X			ELITEPROTE	BRANDON FARROW	3,543.50
82590715	03/07/2024	X			INDUSTRYSP	INDUSTRY SPECIFIC SOLUTIONS	3,556.80
82590716	03/07/2024	X			WINPROSOLU	WIN PRO SOLUTIONS	41.79
82590717	03/07/2024	X			ELITEPROTE	BRANDON FARROW	6,535.00
82598808	03/11/2024	X			SPIRE	SPIRE	1,160.41
82598809	03/11/2024	X			MISSOURIWE	MISSOURI WESTERN STATE UNIVERSITY	4,800.00
82599210	03/11/2024	X			THERAFITLL	THERA FIT, LLC	1,381.25
82599421	03/11/2024	X			PITNEYBOWE	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	171.99
82599422	03/11/2024	X			EDFUEL	EDFUEL	2,934.75
82599423	03/11/2024	X			PEPTALK	SAMANTHA BECK	6,888.00
82599424	03/11/2024	X			INDUSTRYSP	INDUSTRY SPECIFIC SOLUTIONS	3,515.20
82599425	03/11/2024	X			INDUSTRYSP	INDUSTRY SPECIFIC SOLUTIONS	11,232.00
82605375	03/12/2024	X			EDOPS	ED OPS	18,023.33
82612952	03/13/2024	X			MBA	MARCIA BRENNER ASSOCIATES, LLC	450.00
82612953	03/13/2024	X			ICEMASTERS	ICE MASTERS	134.49

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Check Register by Type

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Payee Type:	Vendor	Check Type:	Check	Checking Account ID:	1		
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
82612954	03/13/2024	X			GLOBALPSYC	GLOBAL PSYCHOLOGICAL	677.35
82612955	03/13/2024	X			GLOBALPSYC	GLOBAL PSYCHOLOGICAL	1,149.50
82612956	03/13/2024	X			SUNBELT	SUNBELT	2,002.50
82612957	03/13/2024	X			SPORTINGF	SPORTING FIELDS AND ATHLETICS LLC	5,475.00
82613195	03/13/2024	X			BOARDONTRA	BOARD ON TRACK, INC.	10,995.00
82613196	03/13/2024	X			OFFICEESSE	OFFICE ESSENTIALS INC	1,393.70
82613197	03/13/2024	X			THERAFITLL	THERA FIT, LLC	1,829.03
82613389	03/13/2024	X			PAYPOOL	PAYPOOL LLC	631.53
82613390	03/13/2024	X			MIDWESTELE	MIDWEST ELEVATOR COMPANY, INC	655.63
82613391	03/13/2024	X			INDUSTRYSP	INDUSTRY SPECIFIC SOLUTIONS	873.60
82613392	03/13/2024	X			WINPROSOLU	WIN PRO SOLUTIONS	3,183.89
82675405	03/18/2024	X			HOBARTITW	Hobart Service; ITW Food Equipment Group LLC	585.00
82675406	03/18/2024	X			LIFETOUCH	SHUTTERFLY LIFETOUCH, LLC	2,009.78
82675407	03/18/2024	X			FBKCSPTS	FBKC SPORTS TENANT	1,560.00
82675408	03/18/2024	X			DANACOLEMA	DANA COLEMAN CONSULTING	1,250.00
82675784	03/18/2024	X			LIDDLE	LIDDLES SPORT SHOP	1,395.00
82675785	03/18/2024	X			AMAZON	AMAZON/SYNCHRONY BANK	323.74
82676014	03/18/2024	X			ELITEPROTE	BRANDON FARROW	2,546.00
82676015	03/18/2024	X			ELITEPROTE	BRANDON FARROW	3,733.50
82676016	03/18/2024	X			INDUSTRYSP	INDUSTRY SPECIFIC SOLUTIONS	4,986.80
82676017	03/18/2024	X			JAMESWTIPP	JAMES W. TIPPIN & ASSOCIATES	5,000.00
82676018	03/18/2024	X			ELITEPROTE	BRANDON FARROW	6,139.00
82703391	03/19/2024	X			SOSPEST	SOS PEST CONTROL	100.00
82703392	03/19/2024	X			SOSPEST	SOS PEST CONTROL	115.00
82703393	03/19/2024	X			SOSPEST	SOS PEST CONTROL	100.00
82703394	03/19/2024	X			RANDR	RICKINA RAND	13.20
82703395	03/19/2024	X			MAXIMHEALT	MAXIM HEALTHCARE SERVICES HOLDINGS, INC	1,180.20
82703396	03/19/2024	X			MAXIMHEALT	MAXIM HEALTHCARE SERVICES HOLDINGS, INC	1,136.10
82703397	03/19/2024	X			ESKIE	Eskie & Associates LLC	1,800.00
82703398	03/19/2024	X			MISSOURID1	MISSOURI DEPARTMENT OF PUBLIC SAFETY DIVISION OF FIRE SAFETY	200.00
82703399	03/19/2024	X			HIGENES	Hi-Gene's Janitorial Services	17,366.67
82703400	03/19/2024	X			SPIRE	SPIRE	1,763.96
82703401	03/19/2024	X			OMEGA	OMEGA DOOR AND HARDWARE	500.00
82703721	03/19/2024	X			DEFFEN	WASTE MANAGEMENT	808.13
82703856	03/19/2024	X			K12ITC	K12ITC, INC.	14,429.51
82703857	03/19/2024	X			KCMO	CITY OF KANSAS CITY MO	320.00
82703858	03/19/2024	X			AMAZON	AMAZON/SYNCHRONY BANK	2,454.33
82704152	03/19/2024	X			PURCHASEPO	PURCHASE POWER	55.90
82704153	03/19/2024	X			INDUSTRYSP	INDUSTRY SPECIFIC SOLUTIONS	1,206.40
82704154	03/19/2024	X			SUMNERONE	SUMNERONE, INC.	1,793.25
82704155	03/19/2024	X			INDUSTRYSP	INDUSTRY SPECIFIC SOLUTIONS	2,704.00
82704156	03/19/2024	X			ELITEPROTE	BRANDON FARROW	2,888.00
82704157	03/19/2024	X			ELITEPROTE	BRANDON FARROW	4,365.66
82704158	03/19/2024	X			TIMSTERS	KIM BOYKIN	5,290.75
82704159	03/19/2024	X			ELITEPROTE	BRANDON FARROW	6,690.00
82704160	03/19/2024	X			ENTREPRENE	ENTREPRENEURIAL VENTURES IN EDUCATION, INC	143,986.32
82734933	03/21/2024	X			KCWATERSER	KANSAS CITY WATER SERVICES	97.00
82734934	03/21/2024	X			NORTHEASTN	NORTHEAST NEWS	320.00
82734935	03/21/2024	X			ADTSECURIT	The ADT Security Corporation	621.60
82734936	03/21/2024	X			JOSEFIESTA	JOSE CABRERA	206.50
82734937	03/21/2024	X			JOSEFIESTA	JOSE CABRERA	375.00
82734938	03/21/2024	X			KPCGARN	KANSAS PAYMENT CENTER	1,484.00
82734939	03/21/2024	X			FSPCGARN	FAMILY SUPPORT PAYMENT CENTER	485.00
82735203	03/21/2024	X			KCMO	CITY OF KANSAS CITY MO	640.00
82735419	03/21/2024	X			INDUSTRYSP	INDUSTRY SPECIFIC SOLUTIONS	540.80
82735420	03/21/2024	X			INDUSTRYSP	INDUSTRY SPECIFIC SOLUTIONS	1,508.00

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Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
82735421	03/21/2024	X			TIMSTERS	KIM BOYKIN	9,987.50
82753415	03/27/2024	X			MCREALTY	MC REALTY GROUP, LLC	8,064.20
82753417	03/27/2024	X			KCWATERSER	KANSAS CITY WATER SERVICES	463.20
82753418	03/27/2024	X			KCWATERSER	KANSAS CITY WATER SERVICES	111.36
82753419	03/27/2024	X			FAGAN	The Fagan Company	1,750.00
82753420	03/27/2024	X			GENFIRESPR	GENERAL FIRE SPRINKLER COMPANY, LLC	587.00
82753421	03/27/2024	X			GENFIRESPR	GENERAL FIRE SPRINKLER COMPANY, LLC	469.00
82753422	03/27/2024	X			SPIRE	SPIRE	7,072.93
82753656	03/27/2024	X			DEFFEN	WASTE MANAGEMENT	577.54
82753657	03/27/2024	X			DEFFEN	WASTE MANAGEMENT	949.77
82753658	03/27/2024	X			UNIFIRSTCO	UNIFIRST CORPORATION	61.23
82753659	03/27/2024	X			UNIFIRSTCO	UNIFIRST CORPORATION	104.22
82753660	03/27/2024	X			HUDLE	HUDL, INC	2,197.00
82753753	03/27/2024	X			INNOVATIVE	INNOVATIVE OPTIONS, LLC	1,347.00
82753754	03/27/2024	X			JOSTENS	JOSTENS INC	331.95
82753755	03/27/2024	X			LIDDLE	LIDDLES SPORT SHOP	200.00
82753756	03/27/2024	X			AMAZON	AMAZON/SYNCHRONY BANK	5,072.50
82753913	03/27/2024	X			SIMPSONLAW	SIMPSON LAWN AND LANDSCAPING	950.00
82753914	03/27/2024	X			ELITEPROTE	BRANDON FARROW	3,154.00
82753915	03/27/2024	X			ELITEPROTE	BRANDON FARROW	4,381.50
82753916	03/27/2024	X			ELITEPROTE	BRANDON FARROW	6,678.00
82753917	03/27/2024	X			KCPSFNS	KANSAS CITY PUBLIC SCHOOL FOOD & NUTRITION SERV	56,552.50
82763221	03/29/2024	X			ENVISIONTE	ENVISION TECHNOLOGY GROUP, LLC	90.00
82763222	03/29/2024	X			ENVISIONTE	ENVISION TECHNOLOGY GROUP, LLC	180.00
82763223	03/29/2024	X			ENVISIONTE	ENVISION TECHNOLOGY GROUP, LLC	180.00
82763224	03/29/2024	X			ENVISIONTE	ENVISION TECHNOLOGY GROUP, LLC	90.00
82763225	03/29/2024	X			GLOBALPSYC	GLOBAL PSYCHOLOGICAL	1,102.00
82763226	03/29/2024	X			KCWATERSER	KANSAS CITY WATER SERVICES	373.22
82763227	03/29/2024	X			HOBARTITW	Hobart Service; ITW Food Equipment Group LLC	3,174.18
82763228	03/29/2024	X			AZTEC	AZTEC SOFTWARE, LLC	2,946.38
82763229	03/29/2024	X			LEWISMELT	MELTON LEWIS	250.00
82763421	03/29/2024	X			VERIZON	VERIZON WIRELESS	961.28
82763850	03/29/2024	X			PITNEYBOWE	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	35.00
82763851	03/29/2024	X			INDUSTRYSP	INDUSTRY SPECIFIC SOLUTIONS	540.80
82763852	03/29/2024	X			INDUSTRYSP	INDUSTRY SPECIFIC SOLUTIONS	1,508.00
82763853	03/29/2024	X			WATSJUA	JUANDA WATSON	3,750.00
82763854	03/29/2024	X			INDUSTRYSP	INDUSTRY SPECIFIC SOLUTIONS	7,607.60
82768394	04/01/2024	X			KLSLEASING	KLS LEASING II, LLC	224,839.41
82774049	04/02/2024	X			FSPCGARN	FAMILY SUPPORT PAYMENT CENTER	485.00
82774050	04/02/2024	X			WHITEDEA	DEAUDRA WHITE	2,112.50
82774051	04/02/2024	X			BRIDGETYRO	TYRON BRIDGEWATER	1,787.50
82774052	04/02/2024	X			AJW	JORDAN AMY	3,000.00
82774053	04/02/2024	X			KPCGARN	KANSAS PAYMENT CENTER	1,484.00
82774274	04/02/2024	X			UNIFIRSTCO	UNIFIRST CORPORATION	109.06
82774405	04/02/2024	X			DANIELJONE	DANIEL JONES & ASSOCIATES	300.00
82774406	04/02/2024	X			LIDDLE	LIDDLES SPORT SHOP	164.00
82774407	04/02/2024	X			MUTUALOFOM	MUTUAL OF OMAHA	4,127.22
82774408	04/02/2024	X			GUARDIAN	GUARDIAN	992.71
82774606	04/02/2024	X			ELITEPROTE	BRANDON FARROW	2,432.00
82774607	04/02/2024	X			ELITEPROTE	BRANDON FARROW	4,135.00
82774608	04/02/2024	X			ELITEPROTE	BRANDON FARROW	6,696.00
Checking Account ID: 1				Void Total:	0.00	Total without Voids:	782,262.91
Check Type Total: Check				Void Total:	0.00	Total without Voids:	782,262.91
Payee Type Total: Vendor				Void Total:	0.00	Total without Voids:	900,531.49
Grand Total:				Void Total:	0.00	Total without Voids:	900,531.49



Accounts Payable

As of 3/31/2024

Hogan Preparatory Academy

PAYEE: ALL		STATUS: -- All --		REPORT DATE: 4/2/2024 3:46:10 PM ET						
GL CODE: ALL										
Invoice #	Incur Date	Invoice Date	Status	Check Date	Check or Trans. #	Payee/Account	GL code	Amount	Memo	Amount
20031231-117537.50	3/1/2024	12/31/2003	Funds Transferring			Operation Breakthrough Hogan Preparatory School District	10 1151 6319 1935 3 00000 806	\$54,750.00	High School Ignition Lab	\$117,537.50
							10 2551 6342 1935 3 00000 806	\$6,000.00	Additional Bussing	
							10 1131 6319 3945 4 40001 000	\$35,000.00	5th-8th Grade MakerCity	
							10 1111 6319 6910 4 40001 000	\$21,787.50	1st-4th Grade MakerCity	
11906273	10/1/2023	6/29/2023	On Hold			First Student 2053615	10 2551 6341 0100 3 00000 000	\$28,422.40	Transportation - June Summer School	\$28,422.40
1025	7/1/2023	7/1/2023	On Hold			SSKC Educational Support Hogan Preparatory Academy	10 2542 6333 6910 3 00000 000	\$16,666.67	ES Rent	\$16,666.67
20230823-732.26	9/1/2023	8/23/2023	On Hold			AT&T 816 A68-0701 502 4	10 2542 6361 0100 3 00000 000	\$28,878.90	AT&T Phone Service	\$28,878.90
8071488326	2/1/2024	9/2/2023	On Hold			STAPLES ADVANTAGE OB1063615	--SPLIT--	\$224.11	224.11	\$224.11
20231211-300.00	3/1/2024	12/11/2023	Paid	4/2/2024	82774405	DANIEL JONES & ASSOCIATES Hogan Preparatory Academy	10 2311 6315 0100 3 00000 000	\$300.00		\$300.00
20240118-1259.93	2/1/2024	1/18/2024	On Hold			Guardian Group ID: 00 559210	10 2157 0000 0000 0 00000 000	\$1,259.93	January 2023	\$1,259.93
20240201-3242.97	2/1/2024	2/1/2024	On Hold			DELTA DENTAL OF MO LOCKBOX Group: 0118-3701	10 2162 0000 0000 0 00000 000	(\$3,242.97)	Dental	(\$3,242.97)

Invoice #	Incur Date	Invoice Date	Status	Check Date	Check or Trans. #	Payee/Account	GL code	Amount	Memo	Amount
20240201-614.76	3/1/2024	2/1/2024	On Hold			KANSAS CITY WATER SERVICES 000177521 01895596	10 2542 0000 0000 0 00000 000	\$614.76	Paid ACH!!	\$614.76
March 2024	3/1/2024	2/15/2024	Paid	4/2/2024	82774408	Guardian Group ID: 00 559210	10 2157 0000 0000 0 00000 000	\$992.71	Mar 2024	\$992.71
20240223--3242.97	2/23/2024	2/23/2024	On Hold			DELTA DENTAL OF MO LOCKBOX Group: 0118-3701	10 2162 0000 0000 0 00000 000	(\$3,242.97)	Dental	(\$3,242.97)
05R	3/1/2024	3/1/2024	Paid	4/2/2024	82774052	AJW Consulting, LLC Hogan Preparatory Academy	10 2644 6319 0100 3 00000 000	\$3,000.00	Consulting Services	\$3,000.00
20899018	3/3/2024	3/3/2024	On Hold			Sunbelt Hogan Preparatory Academy	10 1221 6319 6910 3 12210 000	\$2,137.50	SPED Diagnostician	\$2,137.50
SW3543	3/4/2024	3/4/2024	Awaiting Approval			STANGER HOGAN PREP ACADEMY	10 2542 6332 1935 3 00000 000	\$582.50		\$582.50
0007	3/15/2024	3/15/2024	Paid	4/1/2024	82768394	KLS Leasing II Hogan Preparatory Academy	40 5122 6614 1935 3 00000 000	\$224,839.41	Quarterly Installment	\$224,839.41
20240319--3242.97	3/19/2024	3/19/2024	On Hold			DELTA DENTAL OF MO LOCKBOX Group: 0118-3701	10 2162 0000 0000 0 00000 000	(\$3,242.97)	Dental	(\$3,242.97)
952035532	3/20/2024	3/20/2024	Awaiting Approval			RIDDELL ALL AMERICAN SPORTS CORP 33768	10 1421 6411 1935 3 00000 000	\$4,114.95		\$4,114.95
17538	3/21/2024	3/21/2024	Paid	4/2/2024	82774406	LIDDLES SPORT SHOP Hogan Preparatory Academy	10 1421 6411 1935 3 00000 000	\$164.00		\$164.00
3.30.2024	3/22/2024	3/22/2024	Paid	4/2/2024	82774053	Kansas Payment Center Hogan Preparatory Academy	10 2161 0000 0000 0 00000 000	\$1,484.00	Garnishment	\$1,484.00
3.30.2024	3/22/2024	3/22/2024	Paid	4/2/2024	82774049	Family Support Payment Center Hogan Preparatory Academy	10 2161 0000 0000 0 00000 000	\$485.00	Garnishment	\$485.00
3281151578	3/22/2024	3/22/2024	Paid	4/2/2024	82774274	UNIFIRST CORPORATION 1512134	10 2542 6331 0100 3 00000 000	\$109.06	Mats - HS Meyer	\$109.06
INV00752024	3/22/2024	3/22/2024	Paid	4/2/2024	82774608	Elite Protection Services LLC Hogan High	10 2546 6319 1935 3 00000 000	\$6,696.00	Security - 1331 Meyer	\$6,696.00

Invoice #	Incur Date	Invoice Date	Status	Check Date	Check or Trans. #	Payee/Account	GL code	Amount	Memo	Amount
INV00762 024	3/22/2024	3/22/2024	Paid	4/2/2024	8277460 6	Elite Protection Services LLC Hogan Middle	10 2546 6319 3945 3 00000 000	\$2,432.00	Security - 1221 Meyer	\$2,432.00
INV00772 024	3/22/2024	3/22/2024	Paid	4/2/2024	8277460 7	Elite Protection Services LLC Elementary (6409 Agnes)	10 2546 6319 6910 3 00000 000	\$4,135.00	Security - 6409 Agnes	\$4,135.00
20240324- 1787.50	3/24/2024	3/24/2024	Paid	4/2/2024	8277405 1	TYRON BRIDGEWATER Hogan Preparatory Academy	10 1421 6319 3945 3 00000 000	\$1,787.50	Athletic Coach	\$1,787.50
20240324- 2112.50	3/24/2024	3/24/2024	Paid	4/2/2024	8277405 0	Deaudra White Hogan Preparatory Academy	10 1421 6319 1935 3 00000 000	\$2,112.50	Athletic Coach	\$2,112.50
20919030	3/24/2024	3/24/2024	Awaiting Approval			Sunbelt Hogan Preparatory Academy	10 1221 6319 6910 3 12210 000	\$2,205.00	SPED Diagnostician	\$2,205.00
April 2024	3/25/2024	3/25/2024	Paid	4/2/2024	8277440 7	MUTUAL OF OMAHA Hogan Preparatory Academy	10 2159 0000 0000 0 00000 000	\$4,127.22	April 2024	\$4,127.22
31249	3/27/2024	3/27/2024	Awaiting Approval			TEKK INTERNATIONAL TEU090917	10 1151 6411 1935 4 40001 000	\$9,730.00		\$9,730.00
31250	3/27/2024	3/27/2024	Awaiting Approval			TEKK INTERNATIONAL TEU090917	10 1151 6411 1935 4 40001 000	\$9,730.00		\$9,730.00
1091	3/28/2024	3/28/2024	Awaiting Approval			G-FORCE Kansas City Hogan Preparatory Academy	--SPLIT--	\$848.80	848.80	\$848.80

Invoice #	Incur Date	Invoice Date	Status	Check Date	Check or Trans. #	Payee/Account	GL code	Amount	Memo	Amount
									Total:	\$465,888.51

GL Code Summary										
										\$21,787.50
										\$35,000.00
										\$54,750.00
										\$19,460.00
										\$4,342.50
										\$2,112.50
										\$1,787.50
										\$4,278.95
										\$2,252.64
										\$4,127.22
										\$1,969.00
										(\$9,728.91)
										\$300.00
										\$614.76
										\$109.06
										\$582.50
										\$16,666.67
										\$28,878.90
										\$6,696.00
										\$2,432.00
										\$4,135.00
										\$28,422.40
										\$6,000.00
										\$3,000.00
										\$224,839.41
									--SPLIT--	\$1,072.91
									Total:	\$465,888.51

Coversheet

HPA RFP Audit Proposals

Section:	V. Old Business
Item:	B. HPA RFP Audit Proposals
Purpose:	Vote
Submitted by:	
Related Material:	2024 HPA Audit Proposal.pdf 2024 Hogan Prep Academy - Marr & Co.pdf

A. Title Page

Show the name of your firm, local address, telephone number, name of the contact person and the date.

Name of Firm: KPM CPAs, PC

Local Address: 1445 E. Republic Road | Springfield, MO 65804

Telephone Number: 417-882-4300

Contact Person: Matthew E. Wallace, CPA, CFE | Shareholder

Date: April 7, 2024

Hogan Preparatory Academy



Audit Proposal 2024





B. Table of Contents

Include a clear identification of the materials by section and page number.

A. Title Page	xi
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D. Profile of the Proposer	3
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C. Letter of Transmittal

Please limit to no more than two pages.

April 7, 2024

Hogan Preparatory Academy
Carlo Hershberger, Director of Finance & Accounting
6409 Agnes
Kansas City, MO 64130

Dear Carlo:

Just as Hogan Preparatory Academy (Hogan Prep) is committed to its nearly 900 students, KPM CPAs, PC (KPM) is devoted to the communities in which we live and work. At KPM, our commitment to the education industry goes beyond financial audits. Many of our staff members serve in leadership roles on boards and professional organizations serving non-profit and education entities. We understand you must lead by example to successfully serve the community.

- 1. Briefly state your firm's understanding of the work to be done and make a positive commitment to perform the work within the time period. Also, provide an estimate of staff hours that will be needed to complete the audit.***

Navigating the audit process can be daunting, and KPM uses an efficient approach that concentrates on fully understanding your needs and identifying risks. It is understood the District is requesting a financial statement audit, including a single audit performed under Uniform Guidance, if required. Our audits are performed in accordance with Generally Accepted Auditing Standards, Government Auditing Standards, and Uniform Guidance (if required). We understand the importance of timeliness when providing services to education clients, and KPM always strives to provide timely services and meet or exceed deadlines. For the FYE June 30, 2024 audit, we anticipate 100 total staff hours needed to complete Hogan Prep's engagement. Additional information on our proposed audit approach and estimated timeline can be found in the Appendix.

- 2. Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses and telephone numbers.***

As a shareholder of the firm, Matthew E. Wallace, CPE, CFE, is authorized to represent the firm and works from location at 1445 E. Republic Road, Springfield, Missouri 65804. The phone number is 417-882-4300.

- 3. Provide information about the technical experience of the firm and the number of school audits performed annually. Provide contact information for references from school district clients.***

Specializing in non-profit and governmental auditing and consulting means you can trust we understand the unique needs of Hogan Prep. We currently audit more than 150 governmental entities throughout the state, including performing more than 70 charter and school district audits annually, and our experience performing Missouri public school audits spans more than 50 years. As such, KPM recognizes the issues of educational entities across the state. Contact information for references from school district clients can be found on page seven. For more information on KPM's education practice, please see the Appendix.

- 4. Provide information about the experience and professional activities of the audit team.***

KPM's dedicated non-profit and governmental audit personnel have served as members of the Missouri Society of CPAs' (MOCPA) School Audit Committee and participated in their School Audit Conference.

We also have been consulted by the finance section of the Missouri Department of Elementary and Secondary Education on various matters throughout our years of performing school audits.

To supplement our industry dedication, KPM is involved in associations locally, regionally, and nationally. Our professionals are not only involved as participants in conferences and courses but also are often recognized for their expertise and knowledge and requested to serve as presenters or instructors at local and national conferences, as well as serving on committees within these areas, including:

- American Institute of CPAs (AICPA) Not-for-Profit Section
- Association of Government Accountants
- MOCPA Peer Review Executive Committee
- MOCPA Audits of School Districts Committee
- MOCPA Governmental Accounting Committee
- Missouri Association of School Administrators
- Missouri Charter Public School Association
- Missouri School Boards' Association

As such, our involvement in these associations has led us to sponsor and exhibit at various industry conferences.

5. Provide information about the size and structure of the firm.

Founded in 1966, KPM has offices in Springfield and Branson, Missouri. KPM was recently named one of Accounting Today's 'Best Firms to Work For,' is one of the largest locally owned CPA and advisory firms in Southwest Missouri (Springfield Business Journal), a top Midwestern firm (Accounting Today), and a top 300 firm in the U.S. (INSIDE Public Accounting). We also are ranked as one of 'America's Best Tax & Accounting Firms' (Forbes). We believe the size of our firm provides us with a broad base of technical expertise, which comes from the vast experience of our professionals. KPM also is proud to offer articles and other valuable resources to help keep our clients informed on our website at www.kpmcpa.com.

In addition, KPM is a member of PrimeGlobal. PrimeGlobal is an award-winning association of independent accounting and advisory firms, comprised of approximately 300 highly successful independent

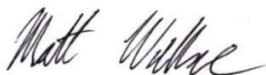


public accounting firms in over 100 countries. PrimeGlobal provides its independent member firms with tools and resources to help them furnish superior accounting, auditing, tax, and advisory services to clients around the globe. For more information about PrimeGlobal and the services it offers its independent member firms and their clients, visit the PrimeGlobal website at www.primeglobal.net.

Organized as a professional company with approximately 100 professionals, our firm is comprised of shareholders, managers, supervisors, senior accountants, staff accountants, and administrative personnel and is overseen by a managing shareholder and Executive Committee. As part of our structure, we specialize by service and industry and each are overseen by department heads. For more information, please see our firm profile in the Appendix.

We are excited about the prospect of serving Hogan Prep and building upon our strong working relationship. Please contact me by phone at 417-882-4300 or by email at mwallace@kpmcpa.com, should you have any questions.

Sincerely,



Matthew E. Wallace CPA, CFE | Shareholder



D. Profile of the Proposer

1. State whether your firm is local, national, or international.

KPM operates primarily as a regional firm throughout the Midwest but maintains international connections through our membership with PrimeGlobal.

2. State whether your firm has a current permit to practice issued by the Missouri State Board of Accountancy.

KPM affirms we have a current permit to practice by the Missouri State Board of Accountancy. We are happy to provide a copy of our license upon request.

3. Give the location of the office from which the work is to be done and the number of professional staff employed at that office.

Hogan Prep’s engagement will be performed at our Springfield, Missouri office headquarters at 1445 E. Republic Road, Springfield, MO 65804. A breakdown of KPM’s professionals by category is included below:

Staff Breakdown by Category	
Shareholders	22
Managers	9
Supervisors	5
Seniors	8
Staff	18

4. Describe the range of activities performed by the local office in the governmental areas.

Our firm offers a full array of audit, accounting, tax, and consulting services and has the resources available to provide the following industry-specific solutions to our governmental and non-profit clients:

- Accounting outsourcing & payroll services
- Audit & assurance services
- Forensic accounting & valuation services
- Governmental Accounting Standards Board (GASB) standards implementation
- Internal control reviews
- IRS penalty & interest abatements
- Outsourced human resources services
- Retirement planning
- Training seminars
- Water & sewer rate studies

In addition to the services offered by KPM CPAs & Advisors, our affiliate companies, KPM Technology and KPM Wealth Advisors, provide information technology and wealth planning services to clients in a variety of industries.

5. Briefly describe your firm's quality control policies and procedures.

KPM's quality begins with the audit teams serving our clients. Our governmental and non-profit audit teams work exclusively in those industries. As such, all training and professional development resources are dedicated to enhancing the knowledge of our auditors on the subjects of governmental and non-profit accounting and auditing. This industry focus allows our auditors to assess client conditions and adapt audit procedures to each situation.

Our clients can be confident their financial reports have been subjected to the most stringent review of technical compliance and reporting excellence through our technical review process. This process oversees that our engagements meet our high quality standards. As a condition of the monitoring element of our quality control policies and procedures, we require all audit reports to be subjected to an independent second review by one of our audit shareholders prior to the reports being issued.

Our commitment to quality is further evidenced by our memberships in the AICPA Governmental Audit Quality Center (GAQC) and Private Companies Practice Section of the AICPA, and as such, we adhere to the established peer review requirements and practice guidelines. Members of GAQC demonstrate their commitment by voluntarily agreeing to adhere to their membership requirements, including designating a shareholder responsible for their non-profit and governmental audit practice, establishing quality control programs, performing annual internal inspection procedures, and making peer review report findings publicly available.

Peer review reports provide clients with assurance knowing the reviewed firm has adequate internal controls in place to provide a quality product that conforms to all applicable audit standards. The review and comparison of peer review reports of prospective auditing firms is a critical step in the selection of a quality auditing firm. The lack of a peer review report or deficiencies reported could indicate the presence of elevated risks associated with engaging that firm.

We are happy to report that we received a peer review rating of pass with respect to our firm's quality control procedures during our most recent peer review. You can find a copy of our report in the Appendix.

You may visit the GAQC website here: www.aicpa.org/GAQC.



E. Summary of Proposer's Qualifications

Identify the staff that will work on the audit, including staff from other than your local office. Resumes, including experience in auditing Missouri Public School Districts should be included. Describe recent local office auditing experience similar to the type of audit requested; give the name and telephone numbers of at least five client officials (including school district references) responsible for those audits listed.

Below are brief biographies for the professionals assigned to Hogan Prep. While these individuals have principal responsibility for this engagement, they have the full resources of the firm supporting them. This approach gives our clients the benefit of our firm size while receiving a high level of individualized attention.



Matthew E. Wallace, CPA, CFE | Shareholder

Matt has more than 15 years of audit experience and serves clients in the non-profit, education, and governmental industries. His practice emphasis includes charter schools, school districts, municipalities, counties, non-profit organizations, special districts, and colleges. He is a member of the American Institute of CPAs, Missouri Society of CPAs (MOCPA), Association of Government Accountants, MOCPA Governmental Accounting Committee, and Association of Certified Fraud Examiners (ACFE). Matt graduated from Missouri State University with his B.S. degree in Accounting and MAcc degree. In addition to being a Certified Public Accountant, Matt is a Certified Fraud Examiner from the ACFE.



Sandra G. Barrera, CPA | Manager

Sandra has more than 15 years of audit experience and primarily serves clients in the education, governmental, and non-profit industries. Her practice emphasis includes charter schools, school districts, colleges, municipalities, utilities, and counties. Sandra is a member of the American Institute of CPAs (AICPA), Missouri Society of CPAs (MOCPA), Michigan Association of CPAs, and National Association of Professional Women. She is a former member of the MOCPA Governmental Accounting Committee and presents at seminars, conferences, and training events addressing topics that affect government audits, reporting, and budgeting. Sandra graduated from the University of Wisconsin with her B.S. degree in Accountancy.



Madison B. Moore, CPA | Supervisor

Madison has more than five years of experience and provides audit services to clients in the non-profit and governmental industries. Her practice emphasis includes charter schools, school districts, municipalities, counties, special districts, colleges, and non-profit organizations. Madison is a member of the American Institute of CPAs and Missouri Society of CPAs. She also is active in the community, serving on the College of the Ozarks Business Advisory Council and having volunteered with the United Way of the Ozarks. Madison graduated from College of the Ozarks with her B.S. degree in Accounting.



Ethan J. Whiteis | Staff

Ethan has more than two years of experience and provides audit services to clients in the non-profit and governmental industries. His practice emphasis includes charter schools, school districts, municipalities, counties, special districts, colleges, and non-profit organizations. Ethan also is active in the community, having volunteered with United Way of the Ozarks. He graduated from College of the Ozarks with his B.S. degree in Accounting and is currently pursuing his CPA certification.

Supervision

The audit of the District will be performed under the supervision of Matthew E. Wallace, CPA, CFE, and shareholder, who will complete the final review of the audit. Some firms delegate audit work to lower staff levels; however, we believe our clients are best served when experienced professionals perform their audit. This results in earlier identification of problems, quicker problem solving, higher initial accuracy rates, and fewer hours of interruptions. As such, we estimate on-site time for a senior level team member or above, which includes managers and shareholders, to be approximately 100 percent.

Representative Clients

KPM is proud to work with the following sampling of governmental and charter or public school clients in Missouri:

- Aurora R-VIII School District
- Branson R-IV School District
- Butler R-V School District
- Carthage R-9 School District
- Cass County
- Christian County
- City of Harrisonville
- City of Warrensburg
- City of Webb City
- East Newton County R-VI School District
- Fair Play R-II School District
- Fort Osage R-I School District
- Gateway Science Academy of St. Louis
- Greene County
- Halfway R-III School District
- Hickory County R-I School District
- Humansville R-IV School District
- Laclede County R-I School District
- Maries County R-I School District
- Marion C. Early R-V School District

- Mark Twain R-VIII School District
- Marshfield R-I School District
- Miller R-II School District
- Mt. Vernon R-V School District
- Neosho R-V School District
- Nixa Public Schools
- Ozark R-VI School District
- Pike County R-III School District
- Raytown C-2 School District
- Republic R-III School District
- Seneca R-VII School District
- Silex R-1 School District
- Strafford R-VI School District
- St. Joseph School District
- Sullivan School District
- Taney County
- Taneyville R-II School District
- Waynesville R-VI School District
- Wheatland R-II School District
- Wright City R-II School District

References

The following clients can speak to KPM’s level of expertise in providing similar audit services:

Citizens of the World Charter Schools – Kansas City

Danielle Miles, Executive Director
816-499-8000

Lee’s Summit R-VII School District

Steve Shelton, Associate Superintendent of
Operational Services
816-986-1000

Crossroads Charter Schools

Tysie McDowell, Superintendent of Schools
816-221-2600

University Academy

Rebecca Gudde, Superintendent
816-412-5900

Lone Jack C-6 School District

Kathy Butler, Superintendent
816-697-3539

F. Compensation (Separate Sealed Envelope)

Proposals that are submitted in response to this letter should include a “not-to-exceed” fee of what the firm would charge to perform Hogan Prep Academy’s audit. This fee should include ALL costs associated with report reproduction and out-of-pocket expenses. Please submit this section of the proposal in a separate sealed envelope.

.....

As requested by Hogan Prep, this information has been provided in a separate sealed envelope.

G. Additional Data

Give any additional information considered essential to this proposal.

.....

Continuing Education

The auditors assigned to the Hogan Prep’s audit annually receive 40 hours of continuing education, including 24 hours specific to the governmental industry. To remain current with regulatory requirements, our team members regularly attend educational events and courses. We are committed to meeting all state and federal continuing education requirements, and our team is qualified to perform yellow book audits. With professionals dedicated to the education industry, we are confident we can meet Hogan Prep’s needs and provide the proactive advice and communication you need to remain current with evolving regulations.

“An audit is a very stressful thing to go through. KPM’s staff exhibit the highest level of professionalism, while also being very personable. They are experts in their field who will listen to our concerns and are so helpful in assisting us establish sound business practices.”



Brenda Rantz, Chief Financial Officer
Nixa Public Schools

Appendix

Audit Approach

Our general audit approach is to develop an audit program modified to meet your specific accounting and operating environments. Your needs are unique, and we tailor every audit to the needs of the individual client by reducing the use of packaged or standardized procedures and encouraging innovative, efficient audit planning, audit procedure design, and engagement administration. To develop this specific audit program, we first gain an understanding of Hogan Prep, its systems, and internal controls by reviewing a selection of organizational charts, employee handbooks, procedural manuals, and financial reports in budgeted and actual form. We also use interviews and observation to assist us in developing an audit program as these methods allow us to exercise our professional judgment to identify key areas of risk to be targeted within the audit engagement. The audit documentation and financial statements are subject to a quality review prior to issuance. Our detailed audit approach can be summarized in the following phases:

Phase 1

- Orientation – Our review of the audit's objectives, the principles of engagement administration, and any other important features of Hogan Prep.
- Planning – We will perform inquiries, walk-throughs, observation, and analytical and substantive procedures to acquire a knowledge and understanding of Hogan Prep and your environment. This will include internal controls, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures based on our risk assessments. We will review prior years’ auditor’s reports and documentation, prepare time budgets, perform preliminary analytical procedures, assign tasks to members of our engagement team, and establish priorities for the completion of the audit. In addition, we will provide a ‘To Be Provided by Client’ list via Suralink at least three weeks prior to the arrival of the audit team. Suralink’s secure portal offers a convenient way to facilitate the secure transfer of information between KPM and our clients.



Phase 2

- Audit Performance – We will use tailored audit programs prepared during our planning of the engagement to guide us through the necessary fieldwork (analytical procedures, internal controls, and substantive testing) to gain sufficient audit evidence to support our opinion on the financial statements. This will include our performance of the compliance audit of the federal programs, if required, and any other applicable compliance requirements.



Phase 3

- **Audit Completion** – We will assist you in the preparation of financial statements and footnotes. In addition, we will prepare our applicable reports on compliance and internal controls, noting any findings accordingly. We will then provide a draft of the above reports to Hogan Prep’s management prior to its release.
- **Report Preparation** – After management’s review of the draft financial statements, we will prepare a final report on the basic financial statements as well as recommendations on operating procedures and internal controls for management. If so desired, we also will discuss the report and comments with Hogan Prep’s Board of Directors prior to its release.
- **Report Delivery** – We will be available to present the audit, audit findings, and recommendations to Hogan Prep’s Board of Directors.

Estimated Timeline

We anticipate preliminary fieldwork for Hogan Prep to begin in June 2024 and fieldwork to occur in August 2024. We then expect the draft of the audited financial statements to be issued and delivered to Hogan Prep no later than November 2024 and the final reports to be issued no later than December 2024. Our timeline proposal is based on anticipated cooperation from Hogan Prep and its representatives and does not include allowances for unforeseen circumstances beyond Hogan Prep or KPM’s control.



K-12 Schools Profile

K-12 Schools

Accounting, Tax, & Consulting Services for K-12 Schools

Education is a hallmark of our communities, but the business of learning has a lot of moving parts. Administrators and boards have their hands full with changing federal regulations, funding inconsistencies, and evolving educational trends. From audits to standards implementation to internal control reviews, we help school districts and charter schools gain clarity and stay compliant.

WE CAN HELP YOU WITH

- ▶ Accounting Outsourcing
- ▶ ASBR Preparation
- ▶ Employee Benefit Plan Audits & Consulting
- ▶ Financial Statement Audits
- ▶ Fraud Detection & Investigation
- ▶ GASB Standards Implementation
- ▶ Human Resources Consulting
- ▶ Information Technology Consulting
- ▶ Internal Control Reviews
- ▶ Payroll Tax Services
- ▶ Security & Controls Assessments
- ▶ Uniform Guidance Single Audits

EDUCATED ABOUT YOUR INDUSTRY

We are involved in associations locally, regionally, and nationally:

- American Institute of CPAs Governmental Audit Quality Center
- Association of Government Accountants
- Missouri Society of CPAs (MOCPA)
- MOCPA Audits of School Districts Committee
- MOCPA Governmental Accounting Committee
- Missouri Association of School Administrators
- Missouri Charter Public School Association
- Missouri School Boards' Association



SUPPORTING K-12 SCHOOLS

Our firm has a strong history of providing services to clients since 1966, and we understand every learning institution is different. Our advisors will customize your services based on your size, budget, regulatory profile, and growth plans.

417-882-4300 | info@kpmcpa.com

www.kpmcpa.com | [#KPMCPAs](https://twitter.com/KPMCPAs)

1445 E. Republic Road | Springfield, MO 65804



Let's Connect

Contact Us Today To Speak With Our Advisors



Firm Profile

Why Choose KPM?

↳ **Nationally Ranked, Locally Invested, & Personally Committed**

We offer a wide range of accounting and advisory services so our clients may make informed financial decisions. Our CPAs and advisors put client service above all else. We never stop working to help you solve problems and find innovative ways to address the things that keep you up at night.

WE CAN HELP YOU WITH

- Accounting Outsourcing
- Forensic & Valuation Services
- Management Consulting
- Audit & Assurance
- Human Capital Solutions
- Tax
- Employee Benefit Plans
- IT Consulting
- Wealth Planning

INDUSTRY EXPERTISE



CONSTRUCTION & REAL ESTATE
EDUCATION
FINANCIAL INSTITUTIONS
GOVERNMENTAL

MANUFACTURING & DISTRIBUTION
NON-PROFIT
PROFESSIONAL SERVICES
RETAIL & HOSPITALITY

▶ WE SPEAK YOUR LANGUAGE

We have served clients in highly-regulated industries since 1966. Our advisors thrive on connecting with clients to help them make wise financial decisions and grow their businesses.

▶ AT A GLANCE

We are a top Midwestern firm, top 300 firm in the U.S., and one of the largest locally-owned CPA and advisory firms in Southwest Missouri. With nearly 100 professionals, we have the depth of resources to provide a broad base of technical expertise, while also delivering the individualized attention our clients deserve.



You Can 'Account' On Us.

Contact Us To Help Solve Your Problems



YOU CAN EXPECT



Client-Centered Solutions

We are still a Midwestern firm that puts clients first. You can rely on our advisors to inform you of timely opportunities, quickly identify pertinent issues, and promptly provide solutions.



Community-Focused Firm

We believe in building stronger communities through the commitment of time, resources, and expertise and understand you must lead by example to create engaged societies.



Far-Reaching Resources

We are an independent member of PrimeGlobal, one of the five largest associations of independent advisory and accounting firms in the world comprised of over 300 highly-successful independent firms in 100 countries.



Technically Sound Advisors

We are involved in associations locally, regionally, and nationally. Remaining apprised of industry trends, evolving tax laws, and accounting regulations allows us to better serve our clients.

We are an open book. How we treat clients and each other is clearly spelled out in our mission, vision, and values. For us, it's all about enriching the lives of our clients, communities, and professionals.

CORE VALUES ▶ **BALANCE INNOVATION** **RESPECT SPIRIT** **TEAMWORK TRUST**

▶ MISSION

KPM is committed to enhancing the lives of our clients, communities, and professionals.

▶ VISION

KPM will provide innovative solutions and insights to help clients prosper.



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 1445 E. Republic Road | Springfield, MO 65804



Let's Connect
 Enough About Us. How We Can Help You?

Peer Review Report



Report on the Firm's System of Quality Control

May 14, 2021

To the Members of KPM CPAs, PC and the Peer Review Committee of the Missouri Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of KPM CPAs, PC (the firm) applicable to engagements in effect for the year ended November 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at <http://www.aicpa.org/prsummary>. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Audit Standards, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of KPM CPAs, PC in effect for the year ended November 30, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies), or fail. KPM CPAs, PC has received a peer review rating of pass.



ANDERS MINKLER HUBER & HELM LLP
Certified Public Accountants

Anders Minkler Huber & Helm LLP | 800 Market Street-Suite 500 | St. Louis, MO 63101-2501 | p (314) 655-5500 | f (314) 655-5501 | www.anderscpa.com

Hogan Preparatory Academy



Compensation Proposal 2024





F. Compensation (Separate Sealed Envelope)

Proposals that are submitted in response to this letter should include a “not-to-exceed” fee of what the firm would charge to perform Hogan Prep Academy’s audit. This fee should include ALL costs associated with report reproduction and out-of-pocket expenses. Please submit this section of the proposal in a separate sealed envelope.

.....

As requested by Hogan Preparatory Academy (Hogan Prep), this information has been provided in a separate sealed envelope.

We understand the importance of controlling costs and believe choosing KPM CPAs, PC as your audit provider will make fiscal sense for Hogan Prep. Fees shall be based on the expertise of assigned engagement team members as well as the nature and complexity of the requested services. Our fees also are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during your engagement. The fees provided below include all costs associated with report production and out-of-pocket expenses, assuming the audit can be performed remotely. Travel costs will be billed separately, if required.

Our fees include answering routine questions and offering limited guidance with the following: adjusting the general ledger, providing adjusted journal entries, discussing proper accounting treatment, updating fixed asset schedules, and implementing new standards. Prior to performing any work that would result in additional fees, we will discuss the situation with Hogan Prep’s representatives and determine a mutually agreed upon amount for those additional services.

Hogan Preparatory Academy Not-to-Exceed Audit Fees			
	FYE 6/30/24	FYE 6/30/25	FYE 6/30/26
Financial Statement Audit	\$20,000	\$21,200	\$22,500
Uniform Guidance Single Audit*	\$5,000	\$5,000	\$5,000

**A Uniform Guidance Single Audit will be required if federal award expenditures exceed \$750,000 in one year. The fee above includes testing one federal program, and each additional program required to be tested would be an additional \$3,500.*

The proposed rates included above are subject to inflation. If the consumer price index (CPI) exceeds the annual percentage increase noted above as of 12/31 each year, fees will increase to match the CPI increase (not to exceed 8%).



Hogan Prep Academy

Proposal for Audit Services

Year Ending June 30, 2024

Extensions for Years Ending
June 30, 2025, and 2026

March 26, 2024

Contact: Clarkson W. Hanner, CPA
clark@marrandcompany.com | (816) 363-8700

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MARR AND COMPANY, P.C.

Certified Public Accountants



Employee Benefit Plan Audit
Quality Center Member

Government Audit
Quality Center Member

March 26, 2024

Mr. Carlo Hershberger, CPA, CMA
Director of Finance and Accounting
Hogan Prep Academy
6409 Agnes
Kansas City, MO 64130

We would like to thank the Board for the opportunity to bid on the annual audit services for the Hogan Prep Academy (the “Academy”) for the fiscal year ending June 30, 2024. We have included in this proposal the fees to perform these services for an additional two years. As your auditor, we will:

- Perform the audit of your financial records in accordance with U.S. generally accepted auditing standards and the statements applicable to financial audits contained in *Governmental Auditing Standards* issued by the Comptroller General of the United States.
- Perform procedures as prescribed by the Missouri Department of Elementary and Secondary Education (DESE) on attendance and transportation records and Schedule of Selected Statistics.
- Prepare the financial statements from the work performed to include entity-wide financial statements, footnotes, and supplementary information as required by the Missouri Department of Elementary and Secondary Education under the close supervision of management.
- Opine in the Independent Auditors’ Report on the Academy’s financial statements being fairly presented in all material respects in accordance with U.S. generally accepted accounting principles.
- Perform the audit of your federal expenditures in accordance with the Single Audit Act and the provisions of the Uniform Guidance when exceeding federal expenditure thresholds.
- Report on the internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Report any findings to management and present the audit reports to the Board of Directors.

Marr and Company, P.C. has the staff, expertise, and capacity to perform these services for the Academy and is committed to exceeding your expectations in terms of the quality of the service provided and the timing of our final reports. Marr and Company, P.C. is a locally owned firm that specializes in performing audits on governmental and not-for-profit organizations. We have developed an audit department with specialized experience and advanced education to provide these services. Our business model is to form partnerships with our clients and become an integral part of their team, while maintaining our independence. The Hogan Prep Academy would be an ideal fit for our firm. We look forward to building a strong business partnership for the years to come.

Clarkson W. Hanner, CPA



Scope Section

Marr and Company, P.C. (the “Firm”) recognizes that auditing a non-profit organization operating as a charter school is an industry-specific service that requires specialized experience and knowledge. With continually changing rules and regulations, it is essential that the Academy chooses the right audit firm. The Firm has developed a unique audit approach which is complemented by the technical expertise of our audit team and its communication exhibited during the engagement. The following factors set us apart from the competition:

*C*ommunication

We value the communication process and emphasize planning and organization to facilitate a smooth audit. We will be in regular contact with the Board of Directors and any key personnel with progress updates and discussion of any potential issues if they arise. Our approach, should we encounter a financial statement or compliance issue, is to research all acceptable alternatives and discuss with the organization which approach would be most beneficial to the Academy.

*A*udit Philosophy

We take pride in providing a quality and timely product for our clients. We have developed an effective audit approach to maximize the benefit that our clients receive when engaging us to provide audit services. We believe the pride we take in our work is similar to the pride and passion you have for your students and staff.

In addition to the audit services we provide, we are also available throughout the year to assist with any accounting questions that may arise, generally at no additional cost. If the circumstances require a significant time commitment on our behalf, we will discuss and seek approval from management prior to commencing. If new accounting and/or auditing pronouncements become effective, we will notify management and are open for consultation.

We utilize an educational approach to our audit engagements to help clients improve their internal controls and be proactive with regard to new regulations, accounting standards and compliance requirements associated with the Academy. In addition to a typical audit of the Academy’s financial statements, a Marr and Company audit engagement provides value-added observation regarding controls and other matters that are deemed beneficial to the organization. Our recommendations, along with any audit findings, will be discussed with management in a fashion that is both timely and insightful. We have found that these proactive discussions assist management in achieving better oversight of the Academy.



Scope Section (continued)

Technical Expertise

Our firm’s professionals thoroughly understand the inter-working, compliance, and regulatory environment of a political subdivision. We customize and develop our audit approach to each individual client and consider the needs of the users as well as the inherent risks associated with the Academy. We also assist our clients in understanding the overall audit process in addition to the compliance requirements and the regulatory environment in which they operate. This includes new and proposed regulations and the impact they may have on the Academy. In addition, we can offer suggestions to help improve the internal controls of the organization and identify any areas of concern that should be considered for compliance with the laws and regulations.

Engagement Team Qualifications and Experience

All of the professional staff at Marr and Company, P.C. complete 40 hours of (CPE) continuing professional education in courses to meet the requirements established by the appropriate state board of accountancy. The engagement team working on the audit for the Academy and their respective qualifications are as follows:

Engagement Team

Engagement Partner	Clarkson Hanner, CPA
Quality Control Partner	Philip DeRocher, CPA
Team Member	Amanda Fruend
Team Member	Ben Gruenke
Team Member	Nina Gavoli

Partners

Clarkson Hanner graduated from Southwest Missouri State University in Springfield with a Bachelor of Science degree in Accounting and a Master of Business Administration degree. Prior to joining the firm, Mr. Hanner was a staff auditor for KPMG, LLP in Kansas City, Missouri. He joined Marr and Company, P.C. in 2004 as a senior auditor and was promoted to audit manager in January 2013. Mr. Hanner is experienced in several industries including nonprofits, governmental entities, and manufacturing. He has audited nonprofit entities since 2002.



Scope Section (continued)

Engagement Team Qualifications and Experience (continued)

Philip DeRocher obtained both a Bachelors and Master's degree in accounting from the University of Northern Iowa. Mr. DeRocher began his career with McGladrey and Pullen, LLP and spent four years performing audits for the firm. During his time at McGladrey and Pullen, he was promoted to senior associate and oversaw many engagements including not-for-profit and governmental entity audits. He furthered his experience at Keller & Owens, LLP where he spent more than three years performing and managing primarily not-for-profit and governmental entity audits. He joined the audit department of Marr and Company, P.C. in 2012 as an audit manager. Mr. DeRocher is experienced in a variety of industries including nonprofit, governmental, employee benefit plans, financial institutions, and manufacturing.

Team Members

Amanda Freund obtained both a Bachelor's and Master's degree in Accounting from the University of Kansas. Prior to joining the firm, Ms. Freund worked as a senior auditor for Ernst & Young in Kansas City, Missouri and as a senior auditor for PMB Helin Donovan in Austin, Texas. She joined Marr and Company, P.C. in August of 2021 as an audit staff member. Ms. Freund is experienced in a variety of industries including nonprofit, employee benefit plans, financial institutions, and manufacturing.

Ben Greunke obtained a Bachelor of Science in Business Administration with emphasis in accounting from Rockhurst University. Prior to joining the firm, Mr. Greunke worked as a senior auditor for CliftonLarsonAllen LLP in St. Louis, Missouri. He joined Marr and Company, P.C. in August of 2022 as an audit staff member. Mr. Greunke is experienced in several industries including financial institutions, employee benefit plans and governmental entities.

Nina Gavoli obtained a Bachelor's degree in both Accounting and Business Administration from Graceland University, along with a Master's degree in Accounting from The University of Missouri - Kansas City. Prior to joining the firm, Ms. Gavoli worked as a senior auditor for CBIZ/Mayer Hoffman McCann P.C. in Kansas City, Missouri. She joined Marr and Company, P.C. in February 2024 as an audit staff member. Ms. Gavoli is experienced in several industries with an emphasis in not-for-profit and real estate entities.



Audit Approach

The Audit Process is divided into five segments:

1. Planning

We will review prior year audit working papers, prior year reports, significant contracts, and conduct interviews with the Board and other personnel. During this phase, we obtain an understanding as to the design of internal controls and provide a detailed list of audit requests to include examples and templates. A pre-fieldwork meeting can be held with the Board and management to discuss any additional audit requirements or risks.

2. Field Work

Field work will be scheduled at your convenience and conducted at your location. We will perform testing on the accuracy of the financial statements as it relates to our sample. We will utilize analytical procedures to identify areas with fluctuations that exceed our expectations based on historical performance, board approved budgets and industry standards. Our procedures will substantiate the numbers in the financial statements and test the appropriateness of the significant accounting policies disclosed in the notes to the financial statements.

3. Report Preparation and Review

At the completion of the fieldwork, we will draft the financial statements and related footnotes. We will ensure the most recent accounting principles are being applied and that the footnotes are complete and accurate. We will provide a draft for management's review and approval.

4. Final Report Issuance

After management has approved the draft of the report, we will have a meeting with the Board to discuss the report. We will provide the Board with a letter summarizing the audit process and disclosing any findings or recommendations that we have. After the Board has approved all deliverables, we will ask management to provide us with a signed representation letter prepared by our team that summarizes the significant representations made during the audit.

5. Post-Audit Support

We are available throughout the year to assist management with any unusual or complicated accounting issues should they arise. If we determine a policy or regulatory change will have a significant impact on the Academy, we will perform all necessary research and meet with management to discuss all appropriate options.



Profile of the Firm

Marr and Company, P.C. is a local, full-service accounting firm located in the south Kansas City area for more than 50 years. The office is centrally located at 1401 E. 104th Street, Suite 100, Kansas City, Missouri 64131 and has a diversified staff of twenty experienced employees. We have QuickBooks Advisors and a QuickBooks Online Pro Advisor on staff.

Services provided to clients include, but are not limited to, attest (audits/reviews/compilations), tax preparation and consultation, payroll, bookkeeping and accounting. The majority of our current attest clients are not-for-profit and governmental organizations in the Kansas City metro area with annual revenues ranging from \$100,000 to \$225,000,000.

Firm Qualifications

As stable members of the business community in south Kansas City for more than half of a century, the Firm remains a local full-service professional services corporation. The Firm and all certified public accountants within the Firm are licensed to practice within the State of Missouri.

✓ Professional Affiliations/Memberships

- Missouri Society of Certified Public Accountants (MOCPA)
- Nonprofit Connect
- Missouri Chamber of Commerce and Industry
- American Institute of Certified Public Accountants' (AICPA)
 - Private Companies Practice Section (PCPS) Firm Practice Center
 - Government Audit Quality Center (GAQC)
- Kansas City Society of Association Executives (KCSAE)

✓ Auditors' Independence

All employees are independent of the Academy, as defined within the generally accepted auditing standards. The Firm has not previously had a professional relationship with the Hogan Prep Academy



Profile of the Firm (continued)

Firm Qualifications (continued)

✓ Quality Control Policies and Peer Review

The Firm maintains written quality control policies and procedures that meet or exceed those required by professional standards. The Firm's quality control policies are subjected to the "peer review" program, as required every three years. The results of the most recent peer review for the year ended December 31, 2020, are included on pages 10-11.

✓ Secure Source File and Transfer

The Firm takes privacy and security very seriously to ensure your organization's data is not compromised. The Firm has two options for secure audit-related file transfer –

- upload directly to our secure web-based client portal system or
- transfer utilizing Citrix's ShareFile web-based technology.

✓ Firm's Staff Rotation Policy

Our commitment to you is that you will see the same audit team year in and year out. As a result, we have had no turnover in our audit department in the last 5+ years. The Engagement Partners work closely with all members of the audit team to provide continuity in service throughout the term of the engagement. The Firm will perform all the work on your engagement. We will not utilize the services of a subcontractor.

✓ Firm's Not-for-Profit Experience and For-Profit Experience

The Firm's attest clients over the past 50 years are in both the not-for-profit sector, as well as the private for-profit sector. The not-for-profits organizations range from membership associations to foundations, as well as health and welfare organizations and community outreach programs. Our private for-profit entities are members of the following industries: manufacturing, professional services, and construction.



School Audit Experience and References

<u>Client Name</u>	<u>Address</u>	<u>City, State Zip</u>	<u>Contact Person:</u>	<u>Number</u>	<u>Client Longevity</u>
<u>Missouri Public Schools</u>					
Belton School District #124	110 W. Walnut	Belton, MO 64012	Bob Poisal	816-489-7004	Since FY 2017
Park Hill School District	7703 NW Barry Road	Kansas City, MO 64153	Susan Bartlett	816-359-4000	Since FY 2021
<u>Local Education Agencies</u>					
Academy for Integrated Arts	7910 Troost Ave	Kansas City, MO 64131	Tricia DeGraff	816-444-1720	Since FY 2020
Brookside Charter School	1815 East 63 rd Street	Kansas City, MO 64130	Roger Offield	816-531-2192	Since FY 2022
DeLaSalle High School	3737 Troost Avenue	Kansas City, MO 64109	Sean Stalling	816-561-4445	Since FY 2018
Frontier Schools	6800 Corporate Drive	Kansas City, MO 64120	Ibrahim Keles	816-241-6200	Since FY 2023
Genesis School	3800 East 44 th Street	Kansas City, MO 64130	Kevin Foster	816-921-0775	Since FY 2022
Gordon Parks Elementary School	3715 Wyoming Street	Kansas City, MO 64111	Kirsten Lipari-Bramen	816-753-6700	Since FY 2015
Hope Leadership School	2800 Linwood Boulevard	Kansas City, MO 64128	Michelle James	816-921-1213	Since FY 2012
Kansas City Girls Preparatory Academy	5000 East 17 th Street	Kansas City, MO 64127	Tom Krebs	816-268-2573	Since FY 2021
KC International Academy	414 Wallace Avenue	Kansas City, MO 64125	Bane Ballou	816-242-4206	Since FY 2016
KIPP Kansas City	2700 E. 18 th Street	Kansas City, MO 64127	Julie Cook	816-241-3994	Since FY 2017
Momentum Academy, Inc.	2000 South 8 th Street	St. Louis, MO 63104	Antionette Bedessie	314-664-7627	Since FY 2021
The Leadership School	1785 Pennsylvania Avenue	St. Louis, MO 63133	Kimberly Townsend	314-409-2308	Since FY 2023
<u>Private Educational Institutions</u>					
Bishop Ward High School	708 North 18th Street	Kansas City, KS 66102	Fritz Percca	913-371-1201	Since FY 2009
Millennium School of San Francisco	245 Valencia Street	San Francisco, CA 94103	Roberto D'Erizans	415-992-8520	Since FY 2022
Oakhill Day School	7019 N. Cherry Street	Gladstone, MO 64118	Suzanne McCanles	816-436-6228	Since FY 2021
<u>Local Government Entities & Relevant Organizations</u>					
Children's' Center for the Visually Impaired	3101 Main Street	Kansas City, MO 64111	Michelle Zimmerman	816-841-2284	Since FY 2023
Clay County Children's Services Fund	7001 N. Locust, Ste. D-205	Gladstone, MO 64118	Kathy Macken	816-702-8686	Since FY 2023
Cooperating School Districts of Greater Kansas City (CSDGKC)	4900 Main Street, #155	Kansas City, MO 64112	Dr. Kenny Southwick	816-753-7275	Since FY 2015

All references listed above were or will be performed by the engagement team referenced in this proposal. Additional references are available upon request.

Additional Data

As a local full-service professional services corporation, the Firm can be engaged to perform additional accounting, tax, consultation, or other non-attest services as required by the Hogan Prep Academy and would be under a special engagement.

Fees

Our proposed fees for the audit (including the federal single audit) services of the Hogan Prep Academy are as follows:

<u>Fiscal Year Ending:</u>	<u>Audit *</u>
June 30, 2024	\$17,100
June 30, 2025	\$18,210
June 30, 2026	\$19,390


** For one (1) major program audited during single audit; add \$1,750 for each additional program audited as major*

Our fees are based upon the amount of estimated time to be expended by each professional at billing rates established based on experience. These fees are based on anticipated cooperation from the Academy's personnel and the assumption that unexpected circumstances will not be encountered during the work performed. Our current standard hourly rates are as follows:

Partner	\$250/hour
Senior Staff Member	\$180/hour
Staff Member	\$140/hour
Clerical	\$100/hour

Please note that this engagement does not include any services not specifically described in this proposal.

CERTIFICATION: I am entitled to represent Marr and Company, P.C., empowered to submit this proposal and authorized to sign a contract with the Hogan Prep Academy.


Clarkson W. Hanner, CPA





Report on the Firm's System of Quality Control

June 29, 2021

To the Partners of Marr and Company, P.C. and the
Peer Review Committee of the Missouri Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Marr and Company, P.C. in effect for the year ended December 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firms' Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

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Member of the Leading Edge Alliance



Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Marr and Company, P.C. in effect for the year ended December 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Marr and Company, P.C. has received a peer review rating of *pass*.

KPM CPAs, PC

KPM CPAs, PC



Coversheet

Approve 2024-2025 HPA Calendar

Section: VI. New Business
Item: A. Approve 2024-2025 HPA Calendar
Purpose: Vote
Submitted by:
Related Material: 24-25_PLA_Calendars-Hogan1.pdf

2024-2025

Hogan School Calendar

APPROVED 4/3/24

July 2024

S	M	T	W	T	F	S
	1	2	3	4 Independence Day	5	6
7	8	9	10	11	12	13
14	15	16 New Leader Institute	17	18	19	20 Leader Institute
21	22	23	24	25	26	27
28	29	30	31			
0						0

August 2024

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

September 2024

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

October 2024

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

November 2024

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

December 2024

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

January 2025

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

February 2025

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

March 2025

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

April 2025

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

May 2025

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

June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
0	167					0

FIRST/LAST DAY OF SCHOOL

School Start Time: Elementary 9:15, 7, 8, 9th 7:15, 10, 11, 12th 8:15
School End Time: Elementary 4:15, 7, 8, 9th 2:15, 10, 11, 12th 3:15

Staff Training DAY, NO SCHOOL for Scholars

Powered by BoardOnTrack

HOLIDAY, NO SCHOOL for staff or scholars

Student Total Days: 167
Staff Total Days: 190

Coversheet

HPA Policies Update

Section: VI. New Business
Item: B. HPA Policies Update
Purpose: Vote
Submitted by:
Related Material: Cardiopulmonary Resuscitation Instruction Model Policy.pdf
Sunshine Law Model Policy [required].pdf
Family and Medical Leave Act.pdf
Special Education Records Model Policy.pdf
Conflict of Interest Model Policy [required].pdf
Record Retention and Digitization.pdf
Braille Instruction Model Policy[required][revised].pdf
Charter School Governing Board Roles and Responsibilities [revised].pdf
Model Bylaws [required].pdf
Closure Reserve.pdf

Cardiopulmonary Resuscitation Instruction Model Policy

The Governing Board of Hogan Preparatory Academy adopts the following policy effective on that date that the policy is adopted by the Board.

The school shall provide enrolled students with instruction in cardiopulmonary resuscitation. Upon graduation from high school, pupils shall have received thirty minutes of cardiopulmonary resuscitation instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking given any time during a pupil's four years of high school. Instruction shall be included in the school's existing health or physical education curriculum.

Students with disabilities may participate to the extent appropriate as determined by the provisions of the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

Sunshine Law Model Policy

RESOLUTION

WHEREAS, Section 610.023.1, RSMo, provides that a public governmental body must appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request; and

WHEREAS, Section 610.026, RSMo, sets forth that a public governmental body shall provide access to and, upon request, furnish copies of public records; and

WHEREAS, Section 610.028.2, RSMo, provides that a public governmental body shall provide a reasonable written policy in compliance with sections 610.010 to 610.030, RSMo, commonly referred to as the Sunshine Law, regarding the release of information on any meeting, record or vote.

NOW, THEREFORE, BE IT RESOLVED:

1. That Secretary to the Board be and hereby is appointed custodian of the records of Hogan Preparatory Academy and that such custodian is located at Hogan Preparatory Academy High School, 1221 E. Meyer Blvd, Kansas City, MO.
2. That said custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute.
3. That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided: (Insert fee schedule. **Note:** Fees may not exceed 10 cents per page for paper copies 9 by 14 or smaller, plus an hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time may be billed at actual cost.)
4. That it is the policy of Hogan Preparatory Academy that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.
5. That Hogan Preparatory Academy hereby closes all public records to the extent authorized by law.
6. That Hogan Preparatory Academy shall comply with sections 610.010 to 610.035, RSMo, the Sunshine Law, as now existing or hereafter amended.

Family and Medical Leave Act¹

Under the [Family and Medical Leave Act of 1993](#) (FMLA)² employees of a covered employer are entitled to unpaid leave for certain family and medical reasons. An employer is covered under FMLA if, as of the date an employee gives notice of the need for leave, the employer maintained 50 or more employees on payroll during 20 or more calendar workweeks in either the current or preceding year.

Reasons for Leave

Eligible employees may take leave for the following reasons:

- (1) To care for the employee's child after birth or placement for adoption or foster care of a child with the employee (must be completed within the 12-month period beginning on the date of birth or placement);
- (2) To care for an immediate family member (spouse, child, parent) who has a serious health condition (does not include the employee's in-laws);
- (3) To care for the employee's own **serious health condition** (including any period of incapacity due to pregnancy, prenatal care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and
- (4) Due to any **qualifying exigency** arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of contingency operation.
- (5) To care for a covered service member with a serious injury or illness when the employee is the spouse, son, daughter, parent, or next of kin.

Medical Certification

An employer has the right to request medical certification from an employee's health care provider supporting the leave request. Under certain circumstances, employees may be required to provide recertification of the medical condition(s) giving rise to the need for leave.

Prohibited Employer Actions

It is unlawful for employers to: (1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or (2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any preceding under or related to the FMLA.

¹ HR, 1.

² The Family and Medical Leave Act can be found at 29 U.S.C. § 2601, et seq. Regulations implementing FMLA can be found at 29 CFR Part 825.

Poster

All covered employers are required to display and keep on display a poster prepared by the Department of Labor summarizing the major provisions of FMLA and telling employees how to file a complaint. The poster must be displayed in a conspicuous place where employees and applicants for employment can see it. Although there is no particular size requirement, the poster and all the text must be large enough to be easily read. www.dol.gov/compliance/topics/posters.htm

Special Education Records

The Governing Board of Hogan Preparatory Academy adopts the following policy effective on that date that the policy is adopted by the Board.

1. A student special education record is:
 - a. an individualized education program (IEP), as such term is defined in 20 U.S.C. Section 1401, as amended;
 - b. an individualized family service plan (IFSP), as such term is defined in 20 U.S.C. Section 1401, as amended; and
 - c. c. a 504 plan created under Section 504 of the federal Rehabilitation Act of 1973, as amended.
2. A student special education record is a permanent record and Hogan Preparatory Academy will maintain such a record as part of a student's cumulative scholastic record.
3. Notwithstanding any other policy, including a records retention policy, Hogan Preparatory Academy will not destroy a student's most recent student special education record.

Conflict of Interest Model Policy [required]¹

The Board of Hogan Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

Article I- Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. As a charter school, certain special state conflicts of interest policies apply as discussed herein.

Article II- Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

¹ BF, App. H. & BG, App. C.

Article III- Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, s/he shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Under Missouri law, the following are conflicts of interest. The Board has no discretion on whether these items present a conflict of interest. No person shall be appointed to the board unless they meet the following requirements. Any board member who is in violation of any of these requirements is ineligible to serve and shall immediately forfeit their office:

- a. No member of the Board shall hold any other office or employment from the board while serving as a member of the board.
- b. No member of the board shall have any substantial interest (see §105.450 RSMo) in any entity employed by or contracting with the board.
- c. No member of the board shall be an employee of a company that provides substantial services to the charter school.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, s/he shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the

transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV- Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V- Compensation

1. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI- Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII-Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining,
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII- Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Model Conflicts of Interest Questionnaire²

This questionnaire has been prepared in accordance with Hogan Preparatory Academy's Conflict of Interest Policy, and is to be completed by Hogan Preparatory Academy's Board Members and any Key Personnel of Hogan Preparatory Academy as deemed necessary.

It is expected that when a potential for, or an actual conflict of interest exists, the affected individual will disclose it immediately to the board chair and refrain from participating, discussing and/or voting on that issue.

Please read the statements below and provide your response, including explanations, where applicable. Please date, sign and return to the form to the board chair, or his or her designee, within thirty (30) days of receipt.

I have examined my personal situation as directed in the Statement of Policy on Conflicts of Interest and find that I have:

- () No area of potential or actual conflicts of interest.
- () No area of potential or actual conflicts of interest except as follows:

Signed:

(Print or type title)

Date: -----

² BF, App. I.

SECTION 4: SCHOOL OPERATIONS
Record Retention and Digitization

Retention Requirements

Hogan maintains all records created or received as a result of school operations in accordance with state and federal laws and regulations.

Hogan retains records according to the Missouri Charter Public School Commission’s Public School Record Retention Schedule, developed by the Missouri Local Records Board, and maintains the following records for the periods listed below:

Type	Record	Retention Period
Organizational	Articles of Incorporation	Permanent
Organizational	IRS determination letter	Permanent
Organizational	Board policies	2 years after superseded
Organizational	Board meeting agendas	10 years
Organizational	Board meeting minutes	10 years
Financial	Audit reports	10 years
Financial	Financial statements (year end)	5 years
Financial	Insurance policies	5 years after superseded
Financial	Real estate records	10 years
Financial	Tax returns	Permanent
Financial	Philanthropic grant records	3 years after closed
Financial	Banking statements	5 years
Financial	Credit card records	3 years
Financial	Procurement records	1 year after bid rejected or 2 years after accepted work completed

Record Digitization

Hogan shall digitize the records listed above in order to simplify school monitoring and reporting, and in order to more easily comply with public records requests and manage the transfer of records in case of school closure.

Braille Instruction Model Policy[required][revised]¹

The Governing Board of Hogan Preparatory Academy adopts the following policy effective on that date that the policy is adopted by the Board.

Section 1. Definitions

- **"Accessible assistive technology device"**, an assistive technology device, as defined in 20 U.S.C. Section 1401, as amended, that provides blind or visually impaired students the benefits of an educational program in an equally effective and integrated manner as that provided to nondisabled students;
- **"Adequate instruction"**, the quality teaching of blind or visually impaired students, as it pertains to general education and necessary blindness skills, in alignment with the U.S. Department of Education's definition of free appropriate public education, as defined in 20 U.S.C. Section 1401, as amended;
- **"Blind or visually impaired student"**: A child who: (i) Has an individualized education program (IEP) or an individualized family service plan (IFSP), as such terms are defined in 20 U.S.C. Section 1401, as amended, or a 504 plan created under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. Section 794, as amended; and (ii) Is identified as having the disability of visual impairment (including blindness) within the definition of child with a disability in 20 U.S.C. Section 1401, as amended; OR An individual who is deaf-blind under the federal Individuals with Disabilities Education Act (IDEA), as amended, or other federal law;
- **"Braille"**, the system of reading and writing through touch;
- **"Expanded core curriculum"**, a disability-specific curriculum that compensates for vision loss, is foundational to all other learning, and that covers the nine essential areas of compensatory access, sensory efficiency, assistive technology, orientation and mobility, social interaction, recreation and leisure, independent living, self-determination, and career education;
- **"Grade level instruction"**, instruction that aligns with state-designated content standards and curricula for students of the same age or level of maturity, based on the development of intellectual, emotional, physical, and behavioral capacity that is typical for the student's age or age group;
- **"Local educational agency" or "LEA"**, the same definition as in 20 U.S.C. Section 1401, as amended;
- **"Nonvisual access"**, the ability of a blind or visually impaired student to use all functions of a device, without using the student's vision, in an equally effective, equally integrated manner and with equivalent ease of use as the student's sighted peers;

¹ Op., App. EEE.

- **"Nonvisual skills"**, skills that are taught in such a way that the student does not need to use any vision;
- **"State educational agency"**, the same definition as in 20 U.S.C. Section 1401, as amended;
- **"Technology-mediated learning environments and methods"**, the settings in which electronic and information technology including, but not limited to, the following is used:
 - Computer-based applications and simulations;
 - Personal and mobile computing devices such as smartphones or tablets;
 - Web-based platforms;
 - Online or distance-learning programs;
 - Video games; and
 - Exhibits or installations that feature digital media, wearable technology, or other tools that support participants' engagement with new knowledge, skills, or practices;
- **"U.S. Access Board"**, the independent federal agency created in 1973 that promotes equality for people with disabilities through leadership in accessible design and the development of accessibility guidelines and standards.

Section 2. Braille Instruction

1. Each blind or visually impaired student shall receive instruction in Braille reading and writing as part of such student's individualized education program (IEP) or individualized family support plan (IFSP) unless the IEP or IFSP team determines, after an evaluation of the student's reading and writing skills, needs, and appropriate reading and writing media including, but not limited to, an evaluation of the student's needs for instruction in Braille or the use of Braille, that instruction in Braille or the use of Braille is not appropriate. No blind or visually impaired student shall be denied instruction in Braille reading and writing solely because the student has some vision. During the evaluation and IEP process, consideration shall be given regarding appropriate Braille instruction based on a potential vision loss due to a degenerative medical diagnosis.
2. In conjunction with the U.S. Department of Education's Braille presumption requirement in the federal Individuals with Disabilities Education Act (IDEA), as amended, instruction in Braille reading and writing shall be sufficient to enable each blind or visually impaired student to communicate effectively and efficiently at a level commensurate with the student's same age and with the student's nondisabled peers of comparable intellectual ability. The blind or visually impaired

student's individualized education program (IEP) or individualized family support plan (IFSP) shall specify:

- a. The results obtained from an evaluation of the blind or visually impaired student's reading and writing skills, needs, and appropriate reading and writing media including, but not limited to, an evaluation of the blind or visually impaired student's needs for instruction in Braille or the use of Braille including, but not limited to, consideration regarding appropriate Braille instruction based on a potential vision loss due to a degenerative medical diagnosis;
 - b. How Braille will be implemented, if needed as determined by the IEP team, as a primary mode for learning through integration with other classroom activities;
 - c. The length of the period of instruction and the frequency and duration of each instructional session as determined by the IEP team, which shall, as closely as appropriate based on individual needs, be identical to the level of instruction provided to nondisabled peers; and
 - d. The level of competency in Braille reading and writing to be achieved by the end of the period.
3. Use, and provision, of Braille materials for reading and writing shall be addressed in 504 plans for blind or visually impaired students created under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. Section 794, as amended.
 4. In conjunction with academic achievement and functional performance requirements of 34 CFR 300.320(a)(2)(i), as amended, instruction in expanded core curriculum shall be provided to blind or visually impaired students to support progress in the general education curriculum.

Section 3. Instruction In Assistive Technology

1. Each blind or visually impaired student shall receive instruction in assistive technology as part of the student's individualized education program (IEP) or individualized family support plan (IFSP) unless the IEP or IFSP team determines, after an evaluation of a student's needs, that instruction in assistive technology is not appropriate. No student shall be denied instruction in assistive technology solely because the student has some vision.
2. In conjunction with accessible assistive technology requirements of the federal Individuals with Disabilities Education Act (IDEA) in 20 U.S.C. Section 1412(a)(12)(B)(i), as amended, the blind or visually impaired student shall receive grade-level instruction that will equip the blind or visually impaired student with the appropriate technology-mediated learning environments and methods to perform on the same level of proficiency expected of peers of comparable intellectual ability and grade level. The blind or visually impaired student's IEP or IFSP shall specify:
 - a. The results obtained from an assessment of the blind or visually impaired student's skills, needs, and appropriate accessible assistive technology including, but not limited to, an evaluation of the future needs for accessible assistive technology training or the use of accessible assistive technology;

- b. How accessible assistive technology will be implemented as a primary mode for learning through integration with other classroom activities;
 - c. The frequency and duration of each instructional session;
 - d. The level of mastery of the accessible assistive technology specified by the blind or visually impaired student's assessment to be achieved by the end of the period; and
 - e. Acknowledgment that either:
 - i. The blind or visually impaired student may transport the accessible assistive technology to and from school without the need for payment, family assumption of liability for loss or damage, or any other cost to the blind or visually impaired student or the family; or
 - ii. If the accessible assistive technology remains at school, the LEA will provide duplicate accessible assistive technology in the blind or visually impaired student's home without requiring payment, family assumption of liability for loss or damage, or any other cost to the blind or visually impaired student or the family.
3. Use, and provision, of accessible assistive technology shall be addressed in 504 plans for blind or visually impaired students created under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. Section 794, as amended.

Section 4. Instruction in Orientation and Mobility

1. Each blind or visually impaired student shall receive instruction in orientation and mobility as part of the student's individualized education program (IEP) or individualized family support plan (IFSP) unless the IEP or IFSP team determines, after an evaluation of a student's needs, that instruction in orientation and mobility is not appropriate. No student shall be denied instruction in orientation and mobility solely because the student has some vision.
2. In conjunction with orientation and mobility services requirements of 34 CFR 300.34(c)(7), as amended, blind or visually impaired students shall receive orientation and mobility instruction to equip each blind or visually impaired student with the age-appropriate tools, techniques, and nonvisual skills to navigate in and around the student's home, schools, communities, and other environments as applicable, and as expected of peers of comparable intellectual ability and grade level. The blind or visually impaired student's IEP or IFSP shall specify:
 - a. The results obtained from an evaluation of the blind or visually impaired student's orientation and mobility needs including, but not limited to, an evaluation of the blind or visually impaired student's future needs for instruction in orientation and mobility;

- b. How orientation and mobility will be integrated into the home, school, and community;
 - c. The date on which orientation and mobility instruction will commence;
 - d. The frequency and duration of each instructional session; and
 - e. The level of mastery of orientation and mobility skills to be achieved by the end of the period.
3. Orientation and mobility equipment, accommodations, and modifications shall be addressed in 504 plans for blind or visually impaired students created under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. Section 794, as amended.
4. An orientation and mobility evaluation shall be conducted by a person who is appropriately certified by the National Blindness Professional Certification Board (NBPCB) with a National Orientation and Mobility Certification (NOMC), or through the Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP) as a Certified Orientation and Mobility Specialist (COMS), or who holds a nationally recognized certification related to orientation and mobility.
5. The orientation and mobility evaluations described in subdivision (4) of this subsection shall occur in familiar and unfamiliar environments, during the daytime and nighttime, and around the home, school, and community as determined age appropriate by the blind or visually impaired student's IEP or IFSP.

Charter School Governing Board Roles and Responsibilities

The board of a charter school is charged with oversight of the charter school. A charter school must be a not for profit corporation and comply with all of the requirements of Chapter 355, RSMo. Non-profit corporations are required to file articles of incorporation and annual statements with the Missouri Secretary of State.

A. Articles of Incorporation

To incorporate a charter school, Articles of Incorporation must be completed, signed, and filed with the Missouri Secretary of State. The form can be found at: <http://www.sos.mo.gov/business/corporations/forms.asp>. If you have any questions when completing the charter school's Articles of Incorporation, you should contact your school's legal counsel.

B. Bylaws

Bylaws serve as the board's governance document and provide the parameters for how the board operates. The following must be included in the board's bylaws:

Board Members

- Number of board members (minimum of 3), qualifications of board members, and selection process for board members
- Requirement that all board members be residents of Missouri
- Procedures for filling vacancies
- Procedures for member removal and resignation
- Term limits
- Fees and compensation

Officers

- Number and titles of officers
- Required officers: President (or Chairman), Secretary and Treasurer
- Job description for each officer
- Term limits and procedures for filling vacancies

Meetings

- Location and number of meetings to be held each year
- Policy on specially called board meetings
- Compliance with the Missouri Sunshine Law regarding meetings, votes, and records
- Quorum and voting rules
- Rules of order for meetings
- Detail the board's committee structure including procedures for creating a committee

C. The Missouri Sunshine Law

Charter schools are "public governmental bodies" and are therefore subject to the

- Sunshine Law as provided in Chapter 610, RSMo

Adopting a Written Policy

The board (for itself and the charter school) is required to adopt a reasonable written policy regarding the release of information on any meeting, record, or vote. This policy must be open for public inspection. Any member of the board or employee of the charter school who complies with the written policy is not guilty of a violation of the provisions of the Sunshine Law or subject to civil liability for any act arising out of his/her adherence to the written policy of the board/charter School.

Public Meetings

Meetings of the board of directors, as the governing body of the charter school, are subject to the open meeting and voting requirements of the Sunshine Law.

When the board's members meet to discuss or decide matters which relate in any way to the performance of the school's functions or the conduct of its business, or formulate public policy, the public must have notice of the meeting. The meeting must be made open and accessible to the public unless there is an exception allowing it to be closed. The presumption is that the governing board of a charter school will conduct meetings in compliance with the Sunshine Law.

The following are exceptions to the open meeting requirement:

- A meeting regarding the leasing, purchase or sale of real estate.
 - However, a board shall make publicly available any minutes, vote or public record approving a contract relating to the leasing, purchase or sale of real estate by a charter school upon execution of the lease, purchase or sale of the real estate.
- A meeting regarding pending legal action.
 - However, any minutes, vote or settlement agreement relating to legal actions, causes of action or litigation involving a charter school or any agent or entity representing its interests or acting on its behalf or with its authority shall be made public upon final disposition of the matter voted upon or upon the signing by the parties of the settlement agreement, unless, prior to final disposition, the settlement agreement is ordered closed by a court. If the settlement agreement is closed by the court, the amount of any moneys paid by, or on behalf of, the public governmental body shall be disclosed.
- A meeting regarding hiring, firing, disciplining or promoting of particular employees by a charter school board when personal information about the employee (information relating to the performance or merit of individual employee) is discussed or recorded.
 - However, a board shall make publicly available any vote on a final decision, when taken by a board, to hire, fire, promote or discipline an employee of a charter school.

- A meeting regarding scholastic probation, expulsion, or graduation of identifiable individuals, including records of individual test or examination scores.
 - However, personally identifiable student records maintained by public educational institutions shall be open for inspection by the parents, guardian or other custodian of students under the age of eighteen years and by the parents, guardian or other custodian and the student if the student is over the age of eighteen years.

- A meeting regarding specifications for competitive bidding, until either the specifications are officially approved by the public governmental body or the specifications are published for bid.

No meeting, portion of a meeting, or vote may be closed without an affirmative public vote of the majority of a quorum of the board.

Any meeting or vote shall be closed only to the extent necessary for the specific reason announced to justify the closed meeting or vote. The board shall not discuss any business in a closed meeting, record, or vote which does not directly relate to the specific reason announced to justify the closed meeting or vote.

The board must give the public notice of the meeting according to the following Requirements:

Boards shall give notice of the time, date, and place of each meeting, and its tentative agenda, in a manner reasonably calculated to advise the public of the matters to be considered. If a meeting, portion of a meeting, or a vote is to be closed, the notice to the public must include the time, date and place of such closed meeting or vote and the reason for holding it by reference to the specific exception allowed.

If the meeting will be conducted by telephone or other electronic means, the notice of the meeting shall identify the mode by which the meeting will be conducted and the designated location where the public may observe and attend the meeting. If a public body plans to meet by internet chat, internet message board, or other computer link, it shall post a notice of the meeting on its website in addition to its principal office and shall notify the public how to access that meeting.

Reasonable notice shall include making available copies of the notice to any representative of the news media who requests notice of meetings of a board concurrent with the notice being made available to the members of the board and posting the notice on a bulletin board or other prominent place which is easily accessible to the public and clearly designated for that purpose at the principal office of the board holding the meeting, or if no such office exists, at the building in which the meeting is to be held.

Notice conforming with the above requirements shall be given at least twenty-four hours, exclusive of weekends and holidays when the facility is closed, prior to the commencement of any meeting of the board. If for good cause such notice is impossible or impractical, as much notice as is reasonably possible shall be given. When it is necessary to hold a meeting on less than twenty-four hours notice, the nature of the good cause justifying that departure from the normal requirements shall be stated in the minutes.

The meeting location must be made accessible to the public. If a meeting is conducted via conference call, the board must provide a means for the public to listen to the meeting. If the meeting is conducted by internet chat, internet message board, or other computer link, it must provide a means for the public to access that meeting. When it is necessary to hold a meeting at a place that is not reasonably accessible to the public, or at a time that is not reasonably convenient to the public, the nature of the good cause justifying that departure from the normal requirements shall be stated in the minutes.

The board holding a closed meeting shall close only an existing portion of the meeting facility necessary to house the members of the board in the closed session, allowing members of the public to remain to attend any subsequent open session held by the board following the closed session.

The board shall allow for the recording by audiotape, videotape, or other electronic means of any open meeting. The board may establish guidelines regarding the manner in which such recording is conducted so as to minimize disruption to the meeting. No audio recording of any closed meeting or vote shall be permitted without permission of the board.

The board must keep a record of meetings pursuant to the following requirements:

A journal or minutes of open and closed meetings shall be taken and retained by the board, including, but not limited to, a record of any votes taken at such meeting. The minutes shall include the date, time, place, members present, members absent, and a record of any votes taken. When a roll call vote is taken, the minutes shall attribute each "yea" and "nay" vote or abstinence if not voting, to the name of the individual member of the board.

When a meeting, portion of a meeting, or a vote is closed, the reason for closing the meeting or vote must be noted in the minutes.

Meeting minutes are subject to the Sunshine Law. Accordingly, closed meeting minutes that will remain closed (are not required to be made public as above) should be separately maintained to ensure they are more easily identifiable and therefore protected from unintentional disclosure.

Public Records

As a public body, documents retained by the board of a charter school as well as the charter school itself are public records. It does not matter whether the charter school created the records so long as it retains them. Public records include hard copies and electronic records, draft documents as well as final versions.

The board of a charter school is only required to produce those records that it currently retains that are responsive to an open records request; the board/school is not required to create a document which does not currently exist in order to respond to an open records request.

The Sunshine Law provides exceptions to the open records requirement for the following records:

- Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.
 - This exemption does not apply to the names, positions, salaries and lengths of service of officers and employees of public agencies once they are employed as such.
- Scholastic probation, expulsion, or graduation information of identifiable individuals, including records of individual test or examination scores.
 - NOTE: Personally identifiable student records maintained by public educational institutions shall be open for inspection by the parents, guardian or other custodian of students under the age of eighteen years and by the parents, guardian or other custodian and the student if the student is over the age of eighteen years.
- Testing and examination materials, before the test or examination is given or, if it is to be given again, before so given again.
- Confidential or privileged communications between a charter school or its representatives and its attorneys.
- The portion of a record that identifies security systems or access codes or authorization codes for security systems of real property.
- Records that identify the configuration of components or the operation of a computer, computer system, computer network, or telecommunications network, and would allow unauthorized access to or unlawful disruption of a computer, computer system, computer network, or telecommunications network of a public governmental body.
- Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.
- Existing or proposed security systems and structural plans of real property owned or leased by a public governmental body, and information that is voluntarily submitted by a

nonpublic entity owning or operating an infrastructure to any public governmental body for use by that body to devise plans for protection of that infrastructure, the public disclosure of which would threaten public safety:

- Records related to the procurement of or expenditures relating to security systems purchased with public funds shall be open;
- When seeking to close information pursuant to this exception, the public governmental body shall affirmatively state in writing that disclosure would impair the public governmental body's ability to protect the security or safety of persons or real property, and shall in the same writing state that the public interest in nondisclosure outweighs the public interest in disclosure of the records; and
- Records that are voluntarily submitted by a nonpublic entity shall be reviewed by the receiving agency within ninety days of submission to determine if retention of the document is necessary in furtherance of a state security interest. If retention is not necessary, the documents shall be returned to the nonpublic governmental body or destroyed.

Certain records are required to be closed and kept confidential. Examples of records that are required to be confidential/closed to the public are:

- Student education records that are specifically required by federal statute or regulation to be kept confidential, such as under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) (a general description of FERPA records issues can be found at: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>);
 - Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.
 - Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is at the discretion of each school. Accordingly, unless the school has taken these steps, it is advised to keep school directory information confidential, citing FERPA.
- The Sunshine Law recognizes the existence of such confidentiality mandates through one of its exceptions:
 - "Records which are protected from disclosure by law" § 610.021(14), RSMo.

The Sunshine Law requires a custodian of records be designated by the board.

Responding to a Records Request:

Does a records request have to be made in a certain manner or format?

No. While it is preferable to receive a records request in writing, the law does not require a particular format for records requests or even require that they be made in writing. The board/school can offer a form to be used and request that it be used, but it cannot require that the form be used. The custodian is responsible for ensuring all requests for records made to the custodian are responded to, regardless of the format of the request, in the manner required by law. All written requests should be date stamped and immediately presented to the custodian of records (or his or her designee/assistant to ensure a timely response to the request). Oral requests received by the custodian should be immediately recorded in written form to document the same.

In what format should the custodian respond to a records request?

It is preferable for the custodian to respond in writing (letter, e-mail) and to retain a copy of the response and any additional documents relating to the request, along with the original request. It is for the protection of the board/school to document the receipt of and response to records requests to be able to show that it complied with the law. If documents are produced, ideally, a copy of the produced documents would be kept with the request and response. Another option is to describe the records produced, but that is not the optimal method of documenting the response.

When and how does the custodian respond to a records request?

Each request for access to a public record shall be acted upon as soon as possible, but in no event later than the end of the third business day following the date the request is received by the custodian of records of the board/school. If the records are not provided (for inspection, copying or copies provided) within the 3 business days, some other response must be made no later than the 3rd business day from receipt.

- If the records are open, and copies can reasonably be produced (or access provided) within 3 business days that should be done in the 3 business day response.
- If the records are closed, and that can be determined within the 3 business days, the 3 business day response should be that the records requested are closed, citing to the bases for closure within §610.021, RSMo (by subsection) and/or other applicable law (such as FERPA).
- If it will take more than 3 business days to access, review, and determine whether the records requested are open or closed, or portions may need to be redacted before providing access to or copies of the records, the 3 business day response should state as such, giving a detailed explanation of the cause for further delay and state when and where the records should be available for inspection or copying, providing a reasonable time estimate. Common examples where the custodian reasonably needs more than 3 business days to fully complete the response to the records request may be that the request is for a large volume of records that need to be reviewed and copied or for archived records that take time to be retrieved.

What if part of the information in requested records is closed, and other parts are open?

If a public record contains material, which is open as well as material, which is closed, the custodian shall separate the open and closed material and make the open material available for examination and copying. One method of doing this is to redact or block out the closed record portions with a dark marker or an electronic text box. **TIP:** Where hard paper copies are provided, and a marker is used, the custodian should ensure that the redacted material couldn't still be read by holding the paper up to a light. The best solution is to make a copy of the record, redact it with a marker, then make a copy of the redacted page with a copier and destroy the copy with the original marker redactions. If redacting by whiteout, the fact that parts were redacted should be noted, otherwise it looks like a big blank spot on a document and the recipient cannot be sure if something was redacted there or not.

When should a custodian provide for inspection of records?

To reduce the cost to both the requesting party and the school or board, the custodian of records may permit a physical inspection of open records by the requesting party. This may be done when the request is voluminous and the requester wants to review the documents and identify only some documents for copying. The custodian may impose such security as is deemed appropriate to guarantee that no record is removed from the files or marked on.

Note: If someone demands to inspect copies of records because he or she does not want to pay for copies, but there is a serious concern about the security of the original records, the best option may be to provide copies to the requester free of charge.

The law states that if records are requested in a certain format, the board/school shall provide the records in the requested format, if such format is available. For example, if someone asks for copies of documents in electronic format, and the documents exist in electronic format (such as a PDF), then the custodian should provide them in that format, instead of printing them out and providing hard paper copies.

A board or school may charge no more than 10¢ per page for a paper copy not larger than nine by fourteen inches, with the hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the school. Research time required for fulfilling records requests may be charged at the actual cost of research time. Based on the scope of the request, the school shall produce the copies using employees that result in the lowest amount of charges for search, research, and duplication time. The school may not charge for an attorney's time to review the records to determine whether they may be closed pursuant to an exception of the Sunshine Law.

Fees for providing access to public records maintained on computer facilities, recording tapes or disks, videotapes or films, pictures, maps, slides, graphics, illustrations or similar audio or visual items or devices, and for paper copies larger than nine by fourteen inches shall include only the

cost of copies, staff time, which shall not exceed the average hourly rate of pay for staff of the school required for making copies and programming, if necessary, and the cost of the disk, tape, or other medium used for the duplication.

Prior to producing copies of the requested records, the person requesting the records may request the school to provide an estimate of the cost to the person requesting the records. Documents may be furnished without charge or at a reduced charge when the requester seeks a fee waiver or reduction and the school/custodian determines that waiver or reduction of the fee is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the school and is not primarily in the commercial interest of the requester. The custodian may require payment of copying fees prior to the making of copies.

Model Bylaws

BYLAWS OF Hogan Preparatory Academy

ARTICLE I CORPORATION, OFFICES, RECORDS, SEAL

Section 1.1. The Corporation. Hogan Preparatory Academy is a corporation that is organized under the Missouri Nonprofit Corporation Act.

Section 1.2. Principal Office. The principal office and location of this corporation shall be at such place in the State of Missouri as may be designated from time to time by the board of directors.

Section 1.3. Registered Office and Registered Agent. This corporation shall have and continuously maintain a registered office and registered agent in the State of Missouri. The location of the registered office and the name of the registered agent in the State of Missouri shall be as stated in the articles of incorporation or as may be determined from time to time by the board of directors pursuant to the applicable provisions of law.

Section 1.4. Records. This corporation shall keep as permanent records minutes of all meetings of its board of directors, a record of all actions taken by the directors without a meeting, and a record of all actions taken by committees of the board of directors. This corporation shall maintain appropriate accounting records.

Without limiting the records required to be kept pursuant to Section 1.4, this corporation shall keep a copy of the following records at its principal office:

- (a) Its articles or restated articles of incorporation and all amendments to them currently in effect;
- (b) Its bylaws or restated bylaws and all amendments to them currently in effect;
- (c) A list of the names and business or home addresses of its current directors and officers;
- (d) Its most recent annual report delivered to the Missouri secretary of state as required by the Missouri Nonprofit Corporation Act; and
- (e) Appropriate financial statements of all income and expenses.

Section 1.5. Seal. The board of directors may adopt, and may alter at its pleasure, a corporate seal, which would have inscribed thereon the name of this corporation and the words: Corporate Seal — Missouri. The corporate seal may be used by causing it, or a facsimile thereof to be impressed or affixed or to be in any other manner reproduced.

ARTICLE II TYPE OF CORPORATION; PURPOSES

Section 2.1. Type of Corporation. This corporation is a public benefit corporation. Such designation is made solely for the purposes of Section 355.096.2(2) of the Missouri Nonprofit Corporation Act.

Section 2.2. Purposes Stated in Articles. The purposes of this corporation shall be those nonprofit purposes stated in the articles of incorporation.

ARTICLE III DIRECTORS

Section 3.1. Directors in Lieu of Members. This corporation shall not have members as such but, in lieu thereof, shall have only a self-perpetuating board of directors.

Section 3.2. Powers. All corporate powers shall be exercised by or under the authority of, and the affairs of this corporation shall be managed under the direction of, the board of directors of this corporation. The board of directors shall have and is vested with all and unlimited powers and authorities, except as it may be expressly limited by law, the articles of incorporation or these bylaws, to supervise, control, direct and manage the property, affairs and activities of this corporation, to determine the policies of this corporation, to do or cause to be done any and all lawful things for and on behalf of this corporation, to exercise or cause to be exercised any or all of its powers, privileges or franchises, and to seek the effectuation of its objects and purposes; provided, however, that (a) the board of directors shall not authorize or permit this corporation to engage in any activity not permitted to be transacted by the articles of incorporation or by a corporation organized under the Missouri Nonprofit Corporation Act, (b) none of the powers of this corporation shall be exercised to carry on activities, otherwise than as an insubstantial part of its activities, which are not in themselves in furtherance of the purposes of this corporation, and (c) all income and property of this corporation shall be applied exclusively for its nonprofit purposes.

This corporation shall not engage in any activity which may not be engaged in by a corporation which is exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provisions of any future federal internal revenue laws then in effect.

No substantial part of the activities of this corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation. This corporation shall not directly or indirectly participate in, or intervene (including the publishing or distributing of statements) in, any political campaign on behalf of (or in opposition to) any candidate for public office.

No part of the net earnings or other assets of this corporation shall inure to the benefit of any director, officer, contributor, or other private individual, having, directly or indirectly, a personal or private interest in the activities of this corporation, except that this corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments in furtherance of the purposes set forth in this Section 5.1.

The school's Board shall be the governing body charged with the responsibility for the operation of the public charter school. The most notable responsibilities shall be as follows:

- Create and support a clear mission, vision, and performance objectives;
- Review and maintain bylaws;
- Establish, interpret and enforce policies consistent with the mission;
- Ensure fiscal health of the school including capital assets, operating budgets, fundraising, and endowments;
- Adopt the annual financial budget;
- Approve monthly General Fund and other reports and approve expenditures as required by Board policy;
- Hire, support, manage, and assess the School Leader;
- Require reports of the School Leader concerning the school's progress;
- Evaluate itself annually and develop itself through orientation, ongoing education, and leadership succession planning;
- Establish strategic plans;
- Comply with Missouri's Sunshine Law by adopting a Sunshine Law policy as required by law and otherwise ensuring the board and school comply with the provisions of the Sunshine Law, Ch. 610, RSMo;
- Assure compliance with federal and state laws, regulations and rules;
- Assist in development of plans and specifications and provide financing for school facilities;
- Act as a final appeals board for personnel, parent, and student grievances;
- Hear communications, either written or oral, from stakeholders related to matters of policy;
- Act as charter school advocates and liaisons between the community and school;
- Meeting the terms of the charter and attaining established goals and objectives set forth in the charter document; and
- Meeting the legislative intent of raising student achievement and ensuring the school operates in a fiscally responsible manner evidenced by an unqualified audit annually.

Section 3.3. Number and Qualifications. There shall be at least 3 directors of this corporation. All directors must be natural persons. As specified by state law (§160.400.15 RSMo), no member of the board shall hold any other office or employment from the board while serving as a member of the board; no member of the board shall have any substantial interest (see §105.450 RSMo for a definition) in any entity employed by or contracting with the board; no member of the board shall be an employee of a company that provides substantial services to the charter school. Any person who does not meet the requirements of state law may not serve as a director.

Section 3.4. Nomination, Election and Terms of Office. Each director named in the articles of incorporation shall hold office until the second annual meeting of the board of directors. Directors shall be assigned to Class A, Class B, and Class C, and an effort shall be made to keep each class of directors approximately equal size. Each director shall hold office for a term of 3 years, except for the directors listed in the articles of incorporation:

- a) Directors in Class A shall have their term expire in 2024 and every 3 years thereafter;
- b) Directors in Class B shall have their term expire in 2025 and every 3 years thereafter; and
- c) Directors in Class C shall have their term expire in 2026 and every 3 years thereafter

Any member of the board of directors can nominate someone to join the board of directors.

Any director may be elected for successive terms. Notwithstanding the foregoing, no director shall be elected as such director for more than [redacted] consecutive full terms. A full term for a director shall consist of 3 full years. The election in respect of [redacted] consecutive full terms shall not be deemed to include any term of less than one full year; provided, however, (a) that in the case of replacements to fill vacancies in the tenure of directors a period of nine months or more shall be computed as a full term of one year, and (b) that the term of a director elected at an annual meeting of the board of directors for a period expiring with the next following annual meeting of the members shall be treated as a full term of one year, notwithstanding any change or changes in the dates of the annual meeting in the years involved.

Section 3.5. Commencement of Term of Office. The term of office of a person elected a director shall not commence until the time the person accepts the office of director either by a written acceptance or by participating in the affairs of this corporation at a meeting of the board of directors or otherwise.

Section 3.6. Vacancies. Vacancies on the board of directors resulting from the death, resignation, removal, incapacity or disqualification of a director, or by reason of an increase in the number of directors or the failure of an elected director to accept the office of director, may be filled by a majority vote of the remaining members of the board of directors (even though the directors remaining in office constitute fewer than a quorum) at any annual meeting or at a special meeting called for that purpose. A director elected to fill a vacancy shall meet any qualifications set forth in these bylaws, and shall serve for the

unexpired term of such director's predecessor and until the term of office of such director's successor has commenced.

All meetings conducted under this section shall comply with Missouri's Sunshine Law.

Section 3.7. Compensation. No director shall receive compensation from this corporation for any service such person may render to it as a director. However, a director may be reimbursed for such director's actual expenses reasonably incurred in attending meetings and in rendering service to this corporation in the administration of its affairs.

Section 3.8. Committees. The board of directors, by resolution adopted by a majority of the directors in office, may designate one or more committees, each of which shall consist of two or more directors and shall have and exercise the authority of the board in the management of this corporation to the extent provided in the designating resolution. Other committees not having the authority of the board of directors in the management of this corporation may be designated by a resolution adopted by a majority of the directors present at a meeting at which a quorum is present. Each such committee shall have such duties and authority as are from time to time delegated to it by the board of directors.

Committees of the board of directors and members of such committees are governed by Article VI and Article X of these bylaws with respect to meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements; provided, however, that no committee shall be required to hold an annual meeting and provided, further, that a majority of the number of persons serving on a committee immediately before a meeting begins shall constitute a quorum for the transaction of business at such meeting of such committee.

All committees so appointed shall, unless otherwise provided by the board of directors in the case of committees not having the authority of the board of directors, keep regular minutes of the transactions of their meetings and shall cause such minutes to be recorded in books kept for that purpose in the office of this corporation and shall report the same to the board of directors at or prior to its next meeting. The secretary or an assistant secretary of this corporation may act as secretary of any such committee if the committee so requests.

A committee of the board may not:

- (a) authorize distributions to directors, officers, agents or employees except in exchange for value received;
- (b) approve or recommend dissolution, merger or the sale, pledge or transfer of all or substantially all of this corporation's assets;
- (c) unless otherwise stated in these bylaws or the articles of incorporation, elect, appoint or remove directors or fill vacancies on the board or on any of its committees; or
- (d) adopt, amend, or repeal the articles of incorporation or these bylaws.

Section 3.8. Resignation. Any director may resign from the board of directors by delivering a written notice thereof to the board of directors, its presiding officer, or to the president or secretary of this corporation. Such resignation shall be effective when such notice is delivered, unless a later date is specified in the notice.

Section 3.9. Removal. A director may be removed without cause by a vote of two-thirds of the directors then in office.

ARTICLE IV MEETINGS OF THE BOARD OF DIRECTORS

Section 4.1. Annual Meetings of the Board-Notice. An annual meeting of the board of directors shall be held on the first business day of [insert month] each year, commencing in [year], if not a legal holiday, and if a legal holiday, then on the next business day following. Notice of an annual meeting shall be given and effective to each director not less than five days before the date of the annual meeting.

Section 4.2. Regular Meetings In addition to the annual meeting, the board of directors may hold regular meetings at such time and place as may be determined from time to time by resolution of the board. Any business may be transacted at a regular meeting.

All Regular meetings shall comply with Missouri's Sunshine Law.

Section 4.3. Special Meetings Special meetings of the board of directors may be called by the chairman of the board, by the president or by at least 20 percent of the directors to be held at any time and for any purpose or purposes. Special meetings shall be held at the principal office of this corporation or at such place or places, within the State of Missouri, as the board of directors shall have determined.

All special meetings shall comply with Missouri's Sunshine Law.

Section 4.4. Notice of Meetings

(a) Written notice of each meeting of the board, stating the place, day and hour of the meeting and the purpose or purposes thereof, shall be provided to each director by the officer or directors calling the special meeting and shall be given and effective at least two days before the day on which the meeting is to be held

(b) Whenever notice is required to be given to a director, such notice shall be mailed, sent by facsimile or personally delivered to such director. Such notice shall be deemed given and effective on the date determined in accordance with Article VIII of these bylaws.

"Notice" and "call" with respect to such meetings shall be deemed to be synonymous.

Section 4.5. Quorum. Unless otherwise required by law or provided elsewhere in these bylaws, the presence of two-thirds of the directors in office immediately before a meeting

begins shall be requisite for and shall constitute a quorum for the transaction of business at all meetings; provided, however, that in no event shall fewer than two directors constitute a quorum. The act of a majority of the directors present at a meeting at which a quorum is present shall be valid as the act of the board of directors except in those specific instances in which a larger vote may be required by law, by the articles of incorporation or by these bylaws.

Section 4.6. Adjournment. If the quorum specified above should not be present at any such meeting, but at least one-third of the directors in office are present, the directors present shall have power successively to adjourn the meeting, and to act as a quorum for such limited purpose, without notice other than announcement at the meeting, to a specified date. At any such adjourned meeting at which a quorum shall be present any business may be transacted that could have been transacted at the original session of the meeting.

Any meetings conducted under this section shall comply with Missouri's Sunshine Law.

Section 4.7. Voting. Each director present at any meeting shall be entitled to cast one vote on each matter coming before such meeting for decision.

Section 4.8. Meetings by Conference Telephone or Similar Communications Equipment. Members of the board of directors of this corporation may participate in a meeting of the board by conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other, and participation in a meeting in such manner shall constitute presence in person at the meeting.

Any meeting conducted under this section shall comply with Missouri's Sunshine Law.

Section 4.9. Action Without a Meeting. Any action which is required to be or may be taken at a meeting of the directors may be taken without a meeting if one or more written consents describing the action so taken are signed by all members of the board. The consents shall have the same force and effect as a vote at a meeting duly held and may be described as such in any document. The secretary shall file such consents with the minutes of the meetings of the board of directors.

ARTICLE V OFFICERS

Section 5.1. General. The officers of this corporation shall be a president, one or more vice presidents, a secretary, a treasurer, and such other officers as the board of directors may elect, including but not limited to a chairman of the board of directors, assistant secretaries and assistant treasurers. The chairman of the board, if any, and the president shall be elected from among the members of the board of directors and shall at all times while holding such office be a member of the board of directors. The same person may simultaneously hold more than one office in this corporation.

The officers shall be first elected by the board of directors named in the articles of incorporation at the first meeting of the board, to serve at the pleasure of the board until the first annual meeting of the board of directors or until their earlier death, incapacity,

disqualification, resignation or removal. At the first and each subsequent annual meeting of the board of directors, the newly elected board shall elect officers to serve at the pleasure of the board until the next annual meeting of the board or until their earlier death, incapacity, disqualification, resignation or removal.

Each officer of this corporation who is not reelected at the annual meeting of the board next succeeding such officer's election and at which any officer of this corporation is elected shall be deemed to have been removed by the board, unless the board provides otherwise at the time of such officer's election.

The election of an officer does not itself create contract rights.

Section 5.2. Resignation. An officer may resign by delivering a written notice thereof to this corporation. Such resignation shall be effective when such notice is delivered, unless a future effective date is specified in the notice.

Section 5.3. Removal. Any officer or any employee or agent of this corporation may be removed or discharged for any lawful purpose by the board of directors at any time with or without cause, but such removal or discharge shall not affect the contract rights, if any, of the person so removed or discharged.

Section 5.4. Compensation. No officer who is also a member of the board of directors shall receive any salary or compensation for serving as a director. Salaries and compensation of all officers and of all other agents and employees of this corporation, if any, may be fixed, increased or decreased by the board of directors, but until action is taken with respect thereto by the board of directors, the same may be fixed, increased or decreased by the chairman of the board, president, or such other officer or officers as may be empowered by the board of directors to do so; provided, however, that no person may fix, increase or decrease such person's own salary or compensation. Each officer may be reimbursed for actual expenses if they are reasonable and incurred in connection with the business and activities of this corporation.

Section 5.5. Vacancies. Vacancies caused by the death, incapacity, disqualification, resignation or removal of an officer of this corporation shall be filled by the board of directors at any annual or other regular meeting or at any special meeting called for that purpose, and such person or persons so elected to fill any such vacancy shall serve at the pleasure of the board until the next annual meeting of the board or until such person's earlier death, incapacity, disqualification, resignation or removal.

Section 5.6. Delegation of Authority. The board of directors may from time to time delegate any of the functions, powers, duties and responsibilities of any officer to any other officer or to any agent or employee of this corporation or other responsible person. In the event of such delegation, the officer from whom any such function, power, duty or responsibility has been transferred shall thereafter be relieved of all responsibility for the proper performance or exercise thereof.

Section 5.7. The Chairman of the Board. If a chairman of the board be elected, the chairman shall preside at all meetings of the board of directors at which the chairman may be present and shall have such other duties, powers and authority as may be prescribed

elsewhere in these bylaws. The board of directors may delegate such other authority and assign such additional duties to the chairman of the board, other than those conferred by law exclusively upon the president, as it may from time to time determine, and, to the extent permissible by law, the board may designate the chairman of the board as the chief executive officer of this corporation with all of the powers otherwise conferred upon the president of this corporation under Section 7.8, or it may, from time to time, divide the responsibilities, duties and authority for the general control and management of this corporation's properties and affairs between the chairman of the board and the president.

Section 5.8. The President. Unless the board otherwise provides, the president shall be the chief executive officer of this corporation and shall have such general executive powers and duties of supervision and management as are usually vested in the office of the chief executive officer of a corporation, and the president shall carry into effect all directions and resolutions of the board. In the absence of the chairman of the board or if there be no chairman of the board, the president shall preside at all meetings of the board of directors at which the president may be present. If the board of directors does not appoint an Chief Executive Officer pursuant to Article VIII of these bylaws or upon the death or during the absence, disability, or inability or refusal to act of any Chief Executive Officer so appointed, the president may exercise all of the powers and perform all of the duties of the Chief Executive Officer.

The president may execute all bonds, notes, debentures, mortgages, and other contracts requiring a seal, under the seal of this corporation, may cause the seal to be affixed thereto, and may execute all other contracts and instruments for and in the name of this corporation.

If a chairman of the board be elected and designated as the chief executive officer of this corporation, the president shall perform such duties as may be specifically delegated to the president by the board of directors or are conferred by law exclusively upon the president, and upon the death or during the absence, disability, or inability or refusal to act of the chairman of the board, the president shall perform the duties and exercise the powers of the chairman of the board.

Unless otherwise specifically provided by the board of directors, the president shall have the right to participate in any meeting of any committee of the board of directors, whether or not the president is a member of such committee; provided, however, that unless the board of directors otherwise directs, the president shall not be entitled to vote at, and shall not be counted for purposes of determining whether a quorum is present at, any meeting of a committee of which the president is not a member.

The president shall have such other duties, powers and authority as may be prescribed elsewhere in these bylaws or by the board of directors.

Section 5.9. The Vice President. The vice president, or vice presidents if there are more than one, shall work in cooperation with the president and shall perform such duties as the board of directors may assign. In the event of the death or during the absence, incapacity, or inability or refusal to act of the president, the vice president (in order of seniority if there is more than one vice president) shall be vested with all the powers and perform all the duties of the office of president until the board otherwise provides.

Section 5.10. The Secretary. The secretary shall attend the meetings of the board of directors and shall prepare or cause to be prepared minutes of all proceedings at such meetings and shall preserve them in the minute book of this corporation to be kept for that purpose. The secretary shall perform similar duties for any committee when requested by any such committee. In addition, the secretary shall have the following duties:

- a) *act as custodian of all the books, papers and records of this corporation and authenticate records of this corporation;*
- b) *furnish the board, upon request, a full, true and correct copy of any book, paper or record in the secretary's possession;*
- c) *act as custodian of the seal of this corporation and when authorized to do so shall affix it to any instrument requiring the seal, and when so affixed, shall attest the seal;*
- d) *give or cause to be given notice of the meetings of the board of directors, but this shall not lessen the authority of others to give such notice as provided in these bylaws;*
- e) *exercise and discharge the general duties, powers and responsibilities of a secretary of a corporation; and*
- f) *exercise and discharge such other or further duties or authority as may be prescribed elsewhere in these bylaws or from time to time by the board of directors.*

Section 5.11. The Treasurer. The treasurer shall have supervision and custody of all moneys, funds and credits of this corporation and shall cause to be kept full and accurate accounts of the receipts and disbursements of this corporation in books belonging to it. The treasurer shall keep or cause to be kept all other books of account and accounting records of this corporation as shall be necessary, and shall cause all moneys and credits to be deposited in the name and to the credit of this corporation in such accounts and depositories as may be designated by the board of directors. The treasurer shall disburse or permit the disbursement of funds of this corporation in accordance with the authority granted by the board of directors. The treasurer shall be relieved of all responsibility for any moneys or other valuable property or the disbursement thereof committed by the board of directors to the custody of any other person or corporation, or the supervision of which is delegated by the board to any other officer, agent or employee.

The treasurer shall render to the president or Chief Executive Officer, or the board of directors, whenever requested by any of them, a report on all financial transactions of this corporation and the financial condition of this corporation.

The treasurer shall be bonded at this corporation's expense if the board of directors so requires.

The treasurer shall have the general duties, powers and responsibilities of a treasurer of a corporation, shall be the chief financial and accounting officer of this corporation and shall

have and perform such other duties, responsibilities and authorities as may be prescribed from time to time by the board of directors.

Section 5.12. Assistant Secretary and Assistant Treasurer. Each assistant secretary or assistant treasurer, if any, in order of their seniority, in the event of the death or during the absence, incapacity, inability or refusal to act of the secretary or treasurer, respectively, shall perform the duties and exercise the powers of said respective officers until the board provides otherwise and shall perform such other duties as the directors may from time to time prescribe.

ARTICLE VI Chief Executive Officer

The board of directors may appoint a person to exercise all of the powers and perform all of the duties set forth in this Article VIII and shall designate such person so appointed as the Chief Executive Officer. The Chief Executive Officer shall have such general powers and duties of supervision and management as are usually vested in the office of the chief administrative officer of a corporation. The Chief Executive Officer shall direct the day to day affairs of this corporation including supervising all employees of this corporation, reporting to the board of directors any violation of the rules and regulations (if any), collecting any charges or fees, and keeping records in the form prescribed from time to time by the board of directors and reporting thereon whenever so requested by the board of directors. The Chief Executive Officer shall be directly responsible to the board and shall report directly to the board.

The Chief Executive Officer shall cause to be prepared and shall submit to the board for its approval an annual budget and all supplements thereto for each fiscal year. The Chief Executive Officer shall submit to the board of directors at its annual meeting a report summarizing the operations and affairs of this corporation and its activities during the preceding year and setting forth the plans, programs or projects for future development, with such suggestions and recommendations as such officer shall deem appropriate. The Chief Executive Officer shall also make such reports to the board of directors as may be appropriate, or which may be required by these bylaws, or by the board.

The Chief Executive Officer shall have the power to employ, remove and suspend all agents and employees not elected or appointed by the board of directors, to determine the duties and responsibilities of such persons, to create such titles for such persons as such officer may deem desirable to enable them to execute their duties and responsibilities, and to fix and change the compensation of such persons.

The Chief Executive Officer (if not a director) may be invited to participate in any meeting of the board of directors and any committee thereof, whether or not a member thereof; provided, however, that the Chief Executive Officer shall not be entitled to vote at, and shall not be counted for purposes of determining whether a quorum is present at, any meeting of (i) the board of directors, if the Chief Executive Officer is not a director, or (ii) a committee, if the Chief Executive Officer is not a member of such committee.

The Chief Executive Officer shall be bonded at this corporation's expense if the board of directors so requires.

The Chief Executive Officer shall have such other or further duties and authority as may be prescribed elsewhere in these bylaws or the rules and regulations (if any) or from time to time by the board of directors.

In the event of the death or during the absence, incapacity, or inability or refusal to act of the Chief Executive Officer, the board of directors or president shall designate some other person to exercise, and in the absence of such designation the president may exercise, all of the powers and perform all of the duties of the Chief Executive Officer.

ARTICLE VII GENERAL PROVISIONS

Section 7.1. Depositories and Checks. The moneys of this corporation shall be deposited in such manner as the directors shall direct in such banks or trust companies as the directors may designate and shall be drawn out by checks signed in such manner as may be provided by resolution adopted by the board of directors.

Section 7.2. Bonds. The Chief Financial Officer of this corporation shall be bonded at this corporation's expense. Any other officer or employee handling money of this corporation shall be bonded at this corporation's expense if the board of directors so requires.

Section 7.3. Custodian of Securities. The board of directors may from time to time appoint one or more banks or trust companies to act for reasonable compensation as custodian of all securities and other valuables owned by this corporation, and to exercise in respect thereof such powers as may be conferred by resolution of the board of directors. The board of directors may remove any such custodian at any time.

Section 7.4. Annual Audit. The board of directors shall direct an annual audit of the books of account and financial records of this corporation be performed by an independent accounting firm.

Section 7.5. Liability and Indemnification of Directors and Officers.

(a) Limitation of Liability. No person shall be liable to this corporation for any loss, damage, liability, or expense suffered by it on account of any action taken or omitted to be taken by such person as a director, officer, employee, or agent of this corporation or of any Other Enterprise in which such person serves as a director, officer, employee, or agent at the request of this corporation, if such person (i) exercised the same degree of care and skill as a prudent person would have exercised under the circumstances in the conduct of such person's own affairs, or (ii) took or omitted to take such action in reliance upon information, opinions, reports, or statements including financial statements and other financial data, prepared or presented by third parties whom the director, officer, employee or agent reasonably believes to be reliable and competent in the matters presented.

(b) Indemnification, Generally. In addition to and without limiting the rights to indemnification and advancement of expenses specifically provided for in the other paragraphs of this Section 7.5, this corporation shall indemnify and advance expenses to each person who is or was serving as a director or officer of this corporation or serving at this corporation's request as a director, officer, employee or agent to the full extent

permitted by the laws of the State of Missouri as in effect on the date of the effectiveness of this Section 7.5 and as may hereafter be amended.

(c) Right to Indemnification. This corporation shall indemnify each person who has been or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, investigative or appellate (regardless of whether such action, suit or proceeding is by or in the right of this corporation or by third parties) by reason of the fact that such person is or was serving as a director or officer of this corporation or serving at this corporation's request as a director, officer, employee or agent in an Indemnifiable Capacity against all liabilities and expenses, including, without limitation, judgments, amounts paid in settlement, attorneys' fees, ERISA excise taxes or penalties, fines and other expenses, actually and reasonably incurred by such person in connection with such action, suit or proceeding (including without limitation the investigation, defense, settlement or appeal of such action, suit or proceeding); provided, however, that this corporation shall not be required to indemnify or advance expenses to any person from or on account of such person's conduct which was finally adjudged to have been knowingly fraudulent, deliberately dishonest or willful misconduct; provided, further, that this corporation shall not be required to indemnify or advance expenses to any person in connection with an action, suit or proceeding initiated by such person unless the initiation of such action, suit or proceeding was authorized in advance by the board of directors of this corporation. The termination of any action, suit or proceeding by judgment, order, settlement, conviction or under a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that such person's conduct was finally adjudged to have been knowingly fraudulent, deliberately dishonest or willful misconduct.

(d) Determination of Right to Indemnification. Prior to indemnifying a person pursuant to the provisions of this Section 7.5, unless ordered by a court and except as otherwise provided by this Section 7.5, this corporation shall determine that such indemnification is proper because such person has met the specified standard of conduct entitling such person to indemnification as set forth in this Section 7.5. Any determination that a person shall or shall not be indemnified under the provisions of this Section 7.5 shall be made (i) by the board of directors by a majority vote of a quorum consisting of directors who were not parties to the action, suit or proceeding, or (ii) if such quorum is not obtainable, or even if obtainable, if a quorum of disinterested directors so directs, by independent legal counsel in a written opinion, and such determination shall be final and binding upon this corporation; provided, however, that in the event such determination is adverse to the person to be indemnified hereunder, such person shall have the right to maintain an action in any court of competent jurisdiction against this corporation to determine whether or not such person has met the requisite standard of conduct and is entitled to such indemnification hereunder. For the purposes of such court action, an adverse determination as to the eligibility of a person for indemnification made pursuant to any of clauses (i), (ii) or (iii) of this paragraph (d) shall not constitute a defense to such action nor create a presumption regarding such person's eligibility for indemnification hereunder. If such court action is successful and the person is determined to be entitled to such indemnification, such person shall be reimbursed by this corporation for all fees and expenses (including attorneys' fees) actually and reasonably incurred in connection with any such action (including without limitation the investigation, defense, settlement or appeal of such action).

(e) Advancement of Expenses. Expenses (including attorneys' fees) actually and reasonably incurred by a person who may be entitled to indemnification hereunder in defending an action, suit or proceeding, whether civil, criminal, administrative, investigative or appellate, shall be paid by this corporation in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or on behalf of such person to repay such amount unless it shall ultimately be determined that such person is entitled to indemnification by this corporation. Notwithstanding the foregoing, no advance shall be made by this corporation if a determination is reasonably and promptly made by (i) the board of directors by a majority vote of a quorum consisting of directors who were not parties to the action, suit or proceeding for which the advancement is requested, or (ii) if a quorum is not obtainable, or even if obtainable, if a quorum of disinterested directors so directs, by independent legal counsel in a written opinion, that, based upon the facts known to the board or counsel of this corporation at the time such determination is made, such person acted in bad faith and in a manner that such person did not believe to be in or not opposed to the best interest of this corporation, or, with respect to any criminal proceeding, that such person believed or had reasonable cause to believe such person's conduct was unlawful. In no event shall any advance be made in instances where the board or independent legal counsel reasonably determines that such person deliberately breached such person's duty to this corporation.

(f) Non Exclusivity. The indemnification and, to the extent permitted by the laws of the State of Missouri, the advancement of expenses provided by Section 7.5 shall not be exclusive of any other rights to which those seeking indemnification or advancement of expenses may be entitled under section 537.117, RSMo, under any other provision of law, under the articles of incorporation or these bylaws or under any agreement, or vote of disinterested directors, policy of insurance or otherwise, both as to action in their official capacity and as to action in another capacity while holding their respective offices, and shall not limit in any way any right which this corporation may have to make additional indemnifications with respect to the same or different persons or classes of persons. The indemnification and advancement of expenses provided by, or granted pursuant to Section 7.5 shall continue as to a person who has ceased to serve in an Indemnifiable Capacity and shall inure to the benefit of the heirs, executors, administrators and estate of such a person.

(g) Insurance. This corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, agent or employee of this corporation, or is or was serving at the request of this corporation as a director, officer, agent or employee of any Other Enterprise, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of such person's status as such, whether or not this corporation would have the power to indemnify such person against such liability under the provisions of this Section 7.5.

(h) Vesting of Rights. The rights granted or created hereby shall be vested in each person entitled to indemnification hereunder as a bargained for, contractual condition of such person's serving or having served in an Indemnifiable Capacity and while Section 7.5 may be amended or repealed, no such amendment or repeal shall release, terminate or adversely affect the rights of such person this section with respect to any act taken or the failure to take any act by such person prior to such amendment or repeal or with respect to

any action, suit or proceeding with respect to such act or failure to act filed before or after such amendment or repeal.

(i) Definition of "this corporation". For purposes of this Section 7.5, other than paragraph (c) of Section 7.5, references to "this corporation" shall, if and only if the board of directors shall determine, include, in addition to the resulting or surviving corporation, any constituent corporation (including any constituent of a constituent) absorbed in a consolidation or merger, which, if its separate existence had continued, would have had power and authority to indemnify its directors or officers or persons serving at the request of such constituent corporation as a director, officer, employee, or agent of any Other Enterprise, so that any person who is or was a director or officer of such constituent corporation, or is or was serving at the request of such constituent corporation as a director, officer, employee, or agent of any Other Enterprise, shall stand in the same position under the provisions of this Section 7.5 with respect to the resulting or surviving corporation as such person would have with respect to such constituent corporation if its separate existence had continued.

(j) Certain Definitions. For purposes of this Section 7.5:

(i) References to serving in an "Indemnifiable Capacity" shall mean service by a person as a director or officer of this corporation or service by a person at this corporation's request as a director, officer, employee or agent of any Other Enterprise (as hereinafter defined);

(ii) References to "Other Enterprises" or "Other Enterprise" shall include without limitation any other corporation, partnership, limited liability company, joint venture, trust or employee benefit plan;

(iii) References to "fines" shall include any excise taxes assessed on a person with respect to an employee benefit plan;

(iv) References to "defense" shall include investigations of any threatened, pending or completed action, suit or proceeding as well as appeals thereof and shall also include any defensive assertion of a cross claim or counterclaim;

(v) References to "serving at the request of this corporation" shall include any service as a director, officer, employee, or agent of a corporation which imposes duties on, or involves services by, such director, officer, employee, or agent with respect to an employee benefit plan, its participants, or beneficiaries;

(vi) A person who acted in good faith and in a manner such person reasonably believed to be in the interest of the participants and beneficiaries of an employee benefit plan shall be deemed to have acted in a manner "not opposed to the best interests of this corporation";

(vii) Unless the board of directors of this corporation shall determine otherwise, any director or officer of this corporation who shall serve as a director, officer, employee, or agent of any Other Enterprise of which this corporation, directly or indirectly, is a shareholder or creditor, or in which this corporation is in any way interested, shall be

presumed to be serving as such director, officer, employee, or agent at the request of this corporation; and

(viii) In all other instances where any person shall serve as a director, officer, employee, or agent of any Other Enterprise, if it is not otherwise established that such person is or was serving as such director, officer, employee, or agent at the request of this corporation, the board of directors of this corporation shall determine whether such person is or was serving at the request of this corporation, and it shall not be necessary to show any actual or prior request for such service, which determination shall be final and binding on this corporation and the person seeking indemnification.

(k) Severability. If any provision of this Section 7.5 or the application of any such provision to any person or circumstance is held invalid, illegal or unenforceable for any reason whatsoever, the remaining provisions of this Section and the application of such provision to other persons or circumstances shall not be affected thereby and to the fullest extent possible the court finding such provision invalid, illegal or unenforceable shall modify and construe the provision so as to render it valid and enforceable as against all persons or entities and to give the maximum possible protection to persons subject to indemnification hereby within the bounds of validity, legality, and enforceability. Without limiting the generality of the foregoing, if any person who is or was serving in an Indemnifiable Capacity is entitled under any provision of this Section 7.5 to indemnification by this corporation for some or a portion of the judgments, amounts paid in settlement, attorneys' fees, ERISA excise taxes or penalties, fines or other expenses actually and reasonably incurred by any such person in connection with any threatened, pending or completed action, suit or proceeding (including without limitation, the investigation, defense, settlement or appeal of such action, suit or proceeding), whether civil, criminal, administrative, investigative or appellate, but not, however, for all of the total amount thereof, this corporation shall nevertheless indemnify such person for the portion thereof to which such person is entitled.

ARTICLE VIII NOTICE

Any notice required or desired to be given under these bylaws or otherwise to any director shall be given in writing and shall be deemed given and effective at the earliest of the following:

- (a) when received by the director being notified;
- (b) five days after deposit in the United States mail, as evidenced by the postmark, if mailed correctly addressed and with first class postage affixed;
- (c) on the date shown on the return receipt, if sent by registered or certified mail, return receipt requested, and the receipt is signed by or on behalf of the addressee; and
- (d) 30 days after its deposit in the United States mail, as evidenced by the postmark, if mailed correctly addressed and with other than first class, registered or certified postage affixed.

Written notice is correctly addressed to a director if addressed to the director's address shown on this corporation's current records.

ARTICLE IX FISCAL YEAR

The fiscal year of this corporation shall be July 1 through June 30.

ARTICLE X AMENDMENTS

Except as otherwise specifically provided in these bylaws, the bylaws of this corporation may be amended or new bylaws adopted upon the approval of a majority of all directors in office. If an amendment is to be approved at a meeting of the board of directors, 30 days' notice of the meeting must be given by the chairman of the board, the president, or at least 20 percent of the directors then in office. The notice must state that the purpose of the meeting is to consider a proposed amendment to the bylaws and contain or be accompanied by a copy or summary of the amendment. This corporation shall keep at its principal office a copy of the bylaws, as amended, which shall be open to inspection by any board member at all reasonable times during office hours.

All amendments shall comply with Article XI of this bylaws and any state and federal statutes and regulations governing charter public schools in Missouri.

ARTICLE XI OPEN MEETINGS AND RECORDS

Notwithstanding any other provision of these bylaws, the board of directors shall comply with the requirements in Chapter 610, RSMo, when conducting public business. To the extent that any provisions in these bylaws do not comply with Missouri's Sunshine Law, the Sunshine Law shall control.

The board of directors shall ensure that the charter school operates in compliance with Chapter 610, RSMo.

Section 610.028, RSMo, requires that a body subject to the law adopt a reasonable written policy in compliance with sections 610.010 to 610.030, RSMo. The board shall adopt an initial Sunshine Law Policy as required by law, and thereafter, the Chief Executive Officer is delegated the authority to make modifications to the policy, or to adopt more detailed policies, with notice to the board of directors. The Chief Executive Officer shall, at least annually, review the policy or policies to ensure continued compliance with the Missouri Sunshine Law, due to possible legislative changes or court decisions.

The board of directors shall review and become familiar with the Sunshine Law and its requirements, and may do so by reference to the Missouri Attorney General's web pages or publications on the same.

The Chief Executive Officer and any persons designated to handle public records requests shall also review and become familiar with the Sunshine Law and its requirements, and may do so by reference to the Missouri Attorney General's web pages or publications on the same.

[Signature Page Follows]

CERTIFICATE

The foregoing bylaws were duly adopted as and for the bylaws of Hogan Preparatory Academy by the board of directors of this corporation.

Name:-----

Name:-----

Name:-----

School closure reserve funds

During the next three years of operation, beginning July 1, 2024, and thereafter for the next two years, Hogan's governing board will annually reserve \$25,000 per year in an escrow account or attorney trust account to be used for legal, accounting, and other expenses in case of the school's closure. These funds may be used to pay debts such as but not limited to the following:

- Retirement systems,
- Teachers and staff,
- Employment taxes, federal taxes, and benefits,
- Audit preparation,
- Private creditors, and/or
- Overpayments from DESE

Coversheet

2024-2025 Curriculum

Section: VI. New Business
Item: C. 2024-2025 Curriculum
Purpose: Vote

Submitted by:

Related Material:

PHALEN - Hogan MS - Quote-0029245-1.pdf

PHALEN - Hogan ES - Quote-0029244-1.pdf

PHALEN LEADERSHIP ACADEMY - Quote-0029231-1 (1).pdf

Hogan Preparatory Academy Middle - 2024 Renewal_Wednesday, March 27, 2024 540 AM.pdf

Hogan Preparatory Academy Elementary - 2024 EM DIGITAL Renewal_Wednesday, April 03, 2024 1213 PM.pdf

Hogan Preparatory Academy Middle - 2024 Renewal Digital_Wednesday, March 27, 2024 542 AM.pdf

Hogan Preparatory Academy Elementary - 2024 Renewal_Wednesday, April 03, 2024 1212 PM.pdf

Cost Proposal for Hogan Preparatory Academy SCH 4112024 Into Algebra 1 HSM 2020 CP.pdf

Hogan Into Lit Writable Digital Only.pdf

Cost Proposal for Hogan Prep Acad Elem Into Reading K-6 Digital Only.pdf

Hogan Into Lit Print Only.pdf

Cost Proposal for Hogan Prep Acad Elem Into Reading K-6 Print Only With Mybooks - USE THIS ONE.pdf



HOGAN PREP ACADEMY MIDDLE SCH

Adrienne Iszler
 aiszler@phalenacademies.org

Product	Price	Quantity	Subtotal
Student Notes Grade 6	\$12.00	69	\$828.00
Student Notes Grade 7	\$12.00	89	\$1,068.00
Student Notes Grade 8	\$12.00	89	\$1,068.00

Shipping	\$ 296.40
Tax*	\$ 0.00
Total	\$ 3,260.40

*Tax is **not** included in the above quote. Tax will be added to your invoice, if applicable. If your school or district is tax-exempt, please [upload a copy of your tax exemption certificate](#) in order to receive a tax-free invoice.



To Order Zearn Printed Materials:

- Please email printedmaterials@zearn.org, with:
 - (1) a completed Order Form (Google Sheets link) detailing the exact products being purchased and shipping/delivery information
 - (2) a Purchase Order made out to Zearn (including a shipping fee equal to 10% or \$25, whichever is higher; and applicable sales tax, *if your school or district is **not** tax-exempt*)

By submitting a Purchase Order for Zearn Printed Materials, you acknowledge and accept that all purchases for the Product(s) listed above are final and are not eligible for returns and/or refunds. Once your Purchase Order is received, your order will be processed. An invoice will be issued, and payment will be due within 30 days.

To Order Zearn School Account(s) and/or Professional Development:

- Please email your Zearn contact to request a Purchase Agreement, with:
 - (1) the quote number referenced above; and the name, title and email of the person who will be signing the agreement
- Your Zearn contact will send a Purchase Agreement for you (or the specified person) to sign
- Create a Purchase Order and return it directly to our Billing team at billing@zearn.org

By submitting a signed Purchase Agreement for Zearn School Account(s) and/or Professional Development, you acknowledge and accept that all purchases for the Product(s) listed above are final and are not eligible for returns and/or refunds. Once your signed Purchase Agreement is received, your Zearn contact will follow up to finalize your order.

Please note: Account Holders who purchase Zearn School Account(s) and/or On-Demand Professional Development will receive an invoice at the earliest in July unless an invoice is requested sooner. Account Holders who purchase a live Professional Learning offering will receive an invoice following Zearn's delivery of Professional Learning Services.



HOGAN PREP ACADEMY ELEM SCHOOL

Adrienne Iszler
 aizler@phalenacademies.org

Product	Price	Quantity	Subtotal
Student Notes Grade 1	\$12.00	67	\$804.00
Student Notes Grade 2	\$12.00	67	\$804.00
Student Notes Grade 3	\$12.00	67	\$804.00
Student Notes Grade 4	\$12.00	67	\$804.00
Student Notes Grade 5	\$12.00	69	\$828.00
Student Notes Kindergarten	\$12.00	69	\$828.00

Shipping \$ 487.20
 Tax* \$ 0.00
Total \$ 5,359.20

Tax is **not included in the above quote. Tax will be added to your invoice, if applicable. If your school or district is tax-exempt, please [upload a copy of your tax exemption certificate](#) in order to receive a tax-free invoice.*



To Order Zearn Printed Materials:

- Please email printedmaterials@zearn.org, with:
 - (1) a completed Order Form (Google Sheets link) detailing the exact products being purchased and shipping/delivery information
 - (2) a Purchase Order made out to Zearn (including a shipping fee equal to 10% or \$25, whichever is higher; and applicable sales tax, *if your school or district is **not** tax-exempt*)

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To Order Zearn School Account(s) and/or Professional Development:

- Please email your Zearn contact to request a Purchase Agreement, with:
 - (1) the quote number referenced above; and the name, title and email of the person who will be signing the agreement
- Your Zearn contact will send a Purchase Agreement for you (or the specified person) to sign
- Create a Purchase Order and return it directly to our Billing team at billing@zearn.org

By submitting a signed Purchase Agreement for Zearn School Account(s) and/or Professional Development, you acknowledge and accept that all purchases for the Product(s) listed above are final and are not eligible for returns and/or refunds. Once your signed Purchase Agreement is received, your Zearn contact will follow up to finalize your order.

Please note: Account Holders who purchase Zearn School Account(s) and/or On-Demand Professional Development will receive an invoice at the earliest in July unless an invoice is requested sooner. Account Holders who purchase a live Professional Learning offering will receive an invoice following Zearn's delivery of Professional Learning Services.



HOGAN PREP ACADEMY ELEM SCHOOL

Product	Price	Quantity	Subtotal
School Account	\$2,500.00	1	\$2,500.00

Tax* \$ 0.00
Total \$ 2,500.00

Tax is **not included in the above quote. Tax will be added to your invoice, if applicable. If your school or district is tax-exempt, please [upload a copy of your tax exemption certificate](#) in order to receive a tax-free invoice.*



To Order Zearn Printed Materials:

- Please email printedmaterials@zearn.org, with:
 - (1) a completed Order Form (Google Sheets link) detailing the exact products being purchased and shipping/delivery information
 - (2) a Purchase Order made out to Zearn (including a shipping fee equal to 10% or \$25, whichever is higher; and applicable sales tax, *if your school or district is **not** tax-exempt*)

By submitting a Purchase Order for Zearn Printed Materials, you acknowledge and accept that all purchases for the Product(s) listed above are final and are not eligible for returns and/or refunds. Once your Purchase Order is received, your order will be processed. An invoice will be issued, and payment will be due within 30 days.

To Order Zearn School Account(s) and/or Professional Development:

- Please email your Zearn contact to request a Purchase Agreement, with:
 - (1) the quote number referenced above; and the name, title and email of the person who will be signing the agreement
- Your Zearn contact will send a Purchase Agreement for you (or the specified person) to sign
- Create a Purchase Order and return it directly to our Billing team at billing@zearn.org

By submitting a signed Purchase Agreement for Zearn School Account(s) and/or Professional Development, you acknowledge and accept that all purchases for the Product(s) listed above are final and are not eligible for returns and/or refunds. Once your signed Purchase Agreement is received, your Zearn contact will follow up to finalize your order.

Please note: Account Holders who purchase Zearn School Account(s) and/or On-Demand Professional Development will receive an invoice at the earliest in July unless an invoice is requested sooner. Account Holders who purchase a live Professional Learning offering will receive an invoice following Zearn's delivery of Professional Learning Services.



Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Zearn

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Other (see instructions) ▶ **501 c(3) NONPROFIT Organization**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
PO Box 20

6 City, state, and ZIP code
New York, NY 10116

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
3	7	-	1	6	6	5	7	4	5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Date ▶ **3/15/2023**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



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Great Minds Quote

Date	March 27, 2024	Quote Number	00344249
Expiration Date	March 14, 2024	Contact Name	Adrienne Iszler PHALEN ACADEMIES
Prepared By	Ryan Francetich	Phone	3176947321
Email	ryan.francetich@greatminds.org	Email	aiszler@phalenacademies.org
Bill to Name	Hogan Preparatory Academy Middle	Ship to Name	Adrienne Iszler
Bill To	1331 E Meyer Blvd Kansas City, MO 64131	Ship To	1331 E Meyer Blvd Kansas City, MO 64131
		End User	Hogan Preparatory Academy Middle

Make Payment to:
Great Minds PBC Tax ID: 84-3785772
Mail payment to:
Great Minds PBC
P.O. Box 200283
Pittsburgh, PA 15251-0283

Phone: 202.223.1854
Email: ordertracking@greatminds.org

Wire/ACH details are available by visiting this link: <https://digitalsupport.greatminds.org/s/ach-instructions>

Eureka Math - Kit	ISBN	Quantity	List Price	Total Price
Grade 6				
Eureka Math Grade 6 Learn, Practice, Succeed Workbook Set (Modules 1-6)	978-1-64054-970-8	69.00	\$37.54	\$2,590.26
Grade 7				
Eureka Math Grade 7 Learn, Practice, Succeed Workbook Set (Modules 1-6)	978-1-64054-978-4	89.00	\$37.54	\$3,341.06
Grade 8				
Eureka Math Grade 8 Learn, Practice, Succeed Workbook Set (Modules 1-7)	978-1-64054-987-6	89.00	\$37.54	\$3,341.06

Kit	\$9,272.38
Solution Subtotal	\$9,272.38
Shipping and Handling	\$834.51
*Pre-Tax Solution Total	\$10,106.89
Estimated Sales Tax	\$0.00
Estimated S&H Tax	\$0.00
Total Solution:	\$10,106.89

This Quote is governed by the Terms and Conditions at <https://greatminds.org/customer-quote-terms> which are hereby incorporated by reference as if fully set forth herein.

****Tax Exemption: If Customer is exempt from paying any or all taxes, customer shall provide written evidence of such tax exemption issued by the applicable taxing authority.***



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Great Minds Quote

Date	April 3, 2024	Quote Number	00367655
Expiration Date	July 1, 2024	Contact Name	Adrienne Iszler PHALEN ACADEMIES
Prepared By	Taylor McEvilly	Phone	3176947321
Email	taylor.mcevilly@greatminds.org	Email	aiszler@phalenacademies.org
Bill to Name	Adrienne Iszler PHALEN ACADEMIES	Ship to Name	Adrienne Iszler PHALEN ACADEMIES
Bill To	6409 Agnes Avenue Kansas City, MO 64132	Ship To	6409 Agnes Avenue Kansas City, MO 64132
		End User	Hogan Preparatory Academy Elementary

Make Payment to:
Great Minds PBC Tax ID: 84-3785772

Phone: 202.223.1854
Email: ordertracking@greatminds.org

Mail payment to:
Great Minds PBC
P.O. Box 200283
Pittsburgh, PA 15251-0283

Wire/ACH details are available by visiting this link: <https://digitalsupport.greatminds.org/s/ach-instructions>

Eureka Math - Digital	ISBN	Quantity	List Price	Total Price
Grade Multiple				
Eureka Math in Sync & Digital Suite (School Yr) bundle (print/digital): Service End Date (6/30 of School Year 2024 - 2025 unless noted otherwise)	GM-01856	406.00	\$12.60	\$5,115.60

Digital	\$5,115.60
Solution Subtotal	\$5,115.60
Shipping and Handling	\$0.00
*Pre-Tax Solution Total	\$5,115.60
Estimated Sales Tax	\$0.00
Estimated S&H Tax	\$0.00
Total Solution:	\$5,115.60

This Quote is governed by the Terms and Conditions at <https://greatminds.org/customer-quote-terms> which are hereby incorporated by reference as if fully set forth herein.

****Tax Exemption: If Customer is exempt from paying any or all taxes, customer shall provide written evidence of such tax exemption issued by the applicable taxing authority.***



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Great Minds Quote

Date	March 27, 2024	Quote Number	00366211
Expiration Date	June 24, 2024	Contact Name	Adrienne Iszler PHALEN ACADEMIES
Prepared By	Taylor McEvilly	Phone	3176947321
Email	taylor.mcevilly@greatminds.org	Email	aiszler@phalenacademies.org
Bill to Name	Adrienne Iszler PHALEN ACADEMIES	Ship to Name	Adrienne Iszler PHALEN ACADEMIES
Bill To	1331 E Meyer Blvd Kansas City, MO 64131	Ship To	1331 E Meyer Blvd Kansas City, MO 64131
		End User	Hogan Preparatory Academy Middle

Make Payment to:

Great Minds PBC Tax ID: 84-3785772

Mail payment to:

Great Minds PBC
P.O. Box 200283
Pittsburgh, PA 15251-0283

Phone: 202.223.1854

Email: ordertracking@greatminds.org

Wire/ACH details are available by visiting this link: <https://digitalsupport.greatminds.org/s/ach-instructions>

Eureka Math - Digital	ISBN	Quantity	List Price	Total Price
Grade Multiple				
Eureka Math in Sync & Digital Suite (School Yr) bundle (print/digital): Service End Date (6/30 of School Year 2024 - 2025 unless noted otherwise)	GM-01856	247.00	\$12.60	\$3,112.20

Digital	\$3,112.20
Solution Subtotal	\$3,112.20
Shipping and Handling	\$0.00
*Pre-Tax Solution Total	\$3,112.20
Estimated Sales Tax	\$0.00
Estimated S&H Tax	\$0.00
Total Solution:	\$3,112.20

This Quote is governed by the Terms and Conditions at <https://greatminds.org/customer-quote-terms> which are hereby incorporated by reference as if fully set forth herein.

****Tax Exemption: If Customer is exempt from paying any or all taxes, customer shall provide written evidence of such tax exemption issued by the applicable taxing authority.***



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Great Minds Quote

Date	April 3, 2024	Quote Number	00344233
Expiration Date	March 14, 2024	Contact Name	Adrienne Iszler PHALEN ACADEMIES
Prepared By	Ryan Francetich	Phone	3176947321
Email	ryan.francetich@greatminds.org	Email	aiszler@phalenacademies.org
Bill to Name	Hogan Preparatory Academy Elementary	Ship to Name	Adrienne Iszler
Bill To	6409 Agnes Avenue Kansas City, MO 64132	Ship To	6409 Agnes Avenue Kansas City, MO 64132
		End User	Hogan Preparatory Academy Elementary

Make Payment to:
Great Minds PBC Tax ID: 84-3785772
Mail payment to:
Great Minds PBC
P.O. Box 200283
Pittsburgh, PA 15251-0283

Phone: 202.223.1854
Email: ordertracking@greatminds.org

Wire/ACH details are available by visiting this link: <https://digitalsupport.greatminds.org/s/ach-instructions>

Eureka Math - Kit	ISBN	Quantity	List Price	Total Price
Grade K				
Eureka Math Grade K Learn, Practice, Succeed Workbook Set (Modules 1-6)	978-1-64054-049-1	69.00	\$46.20	\$3,187.80
Grade 1				
Eureka Math Grade 1 Learn, Practice, Succeed Workbook Set (Modules 1-6)	978-1-64054-099-6	67.00	\$46.20	\$3,095.40
Grade 2				
Eureka Math Grade 2 Learn, Practice, Succeed Workbook Set (Modules 1-8)	978-1-64054-045-3	67.00	\$46.20	\$3,095.40

Grade 3				
Eureka Math Grade 3 Learn, Practice, Succeed Workbook Set (Modules 1-7)	978-1-64054-046-0	67.00	\$46.20	\$3,095.40
Grade 4				
Eureka Math Grade 4 Learn, Practice, Succeed Workbook Set (Modules 1-7)	978-1-64054-047-7	67.00	\$46.20	\$3,095.40
Grade 5				
Eureka Math Grade 5 Learn, Practice, Succeed Workbook Set (Modules 1-6)	978-1-64054-048-4	69.00	\$46.20	\$3,187.80

Kit \$18,757.20

Solution Subtotal	\$18,757.20
Shipping and Handling	\$1,688.15
*Pre-Tax Solution Total	\$20,445.35
Estimated Sales Tax	\$0.00
Estimated S&H Tax	\$0.00
Total Solution:	\$20,445.35

This Quote is governed by the Terms and Conditions at <https://greatminds.org/customer-quote-terms> which are hereby incorporated by reference as if fully set forth herein.

***Tax Exemption: If Customer is exempt from paying any or all taxes, customer shall provide written evidence of such tax exemption issued by the applicable taxing authority.**



Houghton Mifflin Harcourt

Proposal #008998880

Prepared For

Hogan Preparatory Academy

Attention:

Adrienne Iszler

aiszler@phalenacademies.org

For the Purchase of:

Into Math AGA 9-12

Prepared By

Lea Ann Brei

leaann.brei@hnhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:

<http://www.hnhco.com/common/terms-conditions>

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Adrienne Iszler
aiszler@phalenacademies.org

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

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008998880

Sold:0000231036 Ship:0000231036

Page 1 of 4

Please submit this form with your purchase order

Hogan Preparatory Academy

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
<u>Algebra 1</u>					
Student Digital Licenses					
1789207	9780358396543 Into Algebra 1 Student License Digital 1 Year Includes: Digital Student Resource 1 Year Digital Algebra 1 Implementation Success	\$23.50	125	\$2,937.50	
Total for Student Digital Licenses				\$2,937.50	
Teacher Digital Licenses					
1808498	9780358555186 Into Algebra 1 Teacher License Digital 1 Year Includes: Into Algebra 1 Digital Teacher Resources 1 Year Access to Teacher's Corner	\$150.00			2
Total for Teacher Digital Licenses				\$0.00	
A la Carte Items Available for Purchase					
Student Materials					
1742565	9780358055334 Into Algebra 1 Journal and Practice Workbook	\$11.30	125	\$1,412.50	
Total for A la Carte Items Available for Purchase				\$1,412.50	
<u>Total for Algebra 1</u>				\$4,350.00	
<u>Geometry</u>					
Student Digital Licenses					
1789209	9780358396567 Into Geometry Student License Digital 1 Year Includes: Digital Student Resource 1 Year Digital Geometry Implementation Success	\$23.50	100	\$2,350.00	
Total for Student Digital Licenses				\$2,350.00	
Teacher Digital Licenses					
1808520	9780358555308 Into Geometry Teacher License Digital 1 Year Includes: Into Geometry Digital Teacher Resources 1 Year Access to Teacher's Corner	\$150.00			2
Total for Teacher Digital Licenses				\$0.00	
A la Carte Items Available for Purchase					
Student Materials					
1742566	9780358055341 Into Geometry Journal and Practice Workbook	\$11.30	100	\$1,130.00	
Total for A la Carte Items Available for Purchase				\$1,130.00	

Send **Check Payments** to:
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Hogan Preparatory Academy

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
Total for Geometry		\$3,480.00			
Algebra 2					
Student Digital Licenses					
1789208	9780358396550 Into Algebra 2 Student License Digital 1 Year Includes: Digital Student Resource 1 Year Digital Algebra 2 Implementation Success	\$23.50	75	\$1,762.50	
Total for Student Digital Licenses		\$1,762.50			
Teacher Digital Licenses					
1808526	9780358555360 Into Algebra 2 Teacher License Digital 1 Year Includes: Into Algebra 2 Digital Teacher Resources 1 Year Access to Teacher's Corner	\$150.00			2
Total for Teacher Digital Licenses		\$0.00			
A la Carte Items Available for Purchase					
Student Materials					
1742567	9780358055358 Into Algebra 2 Journal and Practice Workbook	\$11.30	75	\$847.50	
Total for A la Carte Items Available for Purchase		\$847.50			
Total for Algebra 2		\$2,610.00			

Subtotal Purchase Amount:	\$10,440.00
Shipping & Handling:	\$389.85
Total Cost of Proposal (PO Amount):	\$10,829.85
Please add proper sales tax to your order	

Send **Check Payments** to:
 Houghton Mifflin Harcourt Publishing Company
 14046 Collections Center Drive
 Chicago, IL 60693

Attention:
 Adrienne Iszler
 aizler@phalenacademies.org

Send **Orders** to:
 orders@hnhco.com
 FAX: 800-269-5232

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Total Cost of Proposal (PO Amount): \$10,829.85

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:	Sold to:
Hogan Preparatory Academy	Hogan Preparatory Academy
1331 E Meyer Blvd	1331 E Meyer Blvd
Kansas City, MO 64131	Kansas City, MO 64131
- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Any proposed shipping or tax amount provided on this proposal, is based on the Ship To account location quoted within.
- If the location of your delivery changes, please include the proper sales tax and shipping charges for that location in the applicable Purchase Order
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase. Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 4/11/2024

Proposal Expiration Date: 5/26/2024



Houghton Mifflin Harcourt

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Adrienne Iszler
aiszler@phalenacademies.org

Send **Orders** to:
orders@hmhco.com
FAX: 800-269-5232

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008998880

Sold:0000231036 Ship:0000231036

Page 4 of 4

Please submit this form with your purchase order



Houghton Mifflin Harcourt

Proposal #008983628

Prepared For

Hogan Preparatory Academy

Attention:

Abigail Gaddis

agaddis@phalenacademies.org

For the Purchase of:

Into Lit & Writable Digital Only

1YR Subscription

Prepared By

Lea Ann Brei

leaann.brei@hnhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:

<http://www.hnhco.com/common/terms-conditions>

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Abigail Gaddis
agaddis@phalenacademies.org

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

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Hogan Preparatory Academy

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
Grade 7					
Student Digital Licenses					
1857692 9780358879817	Into Literature Connected Solutions Student License Digital Middle School 1 Year	\$34.20	93	\$3,180.60	
Includes: Into Literature Digital Student Resources 1 Year Grades 6-8 Writable for Into Literature Digital Student Resources 1 Year Grades 6-12 Connected Solutions Implementation Success					
Total for Student Digital Licenses				\$3,180.60	
Teacher Digital Licenses					
1857694 9780358879831	Into Literature Connected Solutions Teacher License Digital Middle School 1 Year	\$211.00			4
Includes: Into Literature Digital Teacher Resources 1 Year Grades 6-8 Writable for Into Literature Digital Teacher Resources 1 Year Grades 6-12 Access to Teacher's Corner					
Total for Teacher Digital Licenses				\$0.00	
Total for Grade 7				\$3,180.60	
Grade 8					
Student Digital Licenses					
1857692 9780358879817	Into Literature Connected Solutions Student License Digital Middle School 1 Year	\$34.20	89	\$3,043.80	
Includes: Into Literature Digital Student Resources 1 Year Grades 6-8 Writable for Into Literature Digital Student Resources 1 Year Grades 6-12 Connected Solutions Implementation Success					
Total for Student Digital Licenses				\$3,043.80	
Teacher Digital Licenses					
1857694 9780358879831	Into Literature Connected Solutions Teacher License Digital Middle School 1 Year	\$211.00			4
Includes: Into Literature Digital Teacher Resources 1 Year Grades 6-8 Writable for Into Literature Digital Teacher Resources 1 Year Grades 6-12 Access to Teacher's Corner					
Total for Teacher Digital Licenses				\$0.00	
Total for Grade 8				\$3,043.80	
Grade 9					
Student Digital Licenses					
1857724 9780358880134	Into Literature Connected Solutions Student License Digital High School 1 Year	\$34.20	110	\$3,762.00	
Includes:					
Send Check Payments to:		Attention:		Send Orders to:	
Houghton Mifflin Harcourt Publishing Company		Abigail Gaddis		orders@hnhco.com	
14046 Collections Center Drive		agaddis@phalenacademies.org		FAX: 800-269-5232	
Chicago, IL 60693					
HMH Confidential and Proprietary					
008983628	Sold:0000231036	Ship:0000231036	Page 2 of 5	Please submit this form with your purchase order	

Hogan Preparatory Academy

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
	Into Literature Digital Student Resources 1 Year Grades 9-12 Writable for Into Literature Digital Student Resources 1 Year Grades 6-12 Connected Solutions Implementation Success				
Total for Student Digital Licenses		\$3,762.00			
Teacher Digital Licenses					
1857725	9780358880141 Into Literature Connected Solutions Teacher License Digital High School 1 Year	\$321.00			4
	Includes: Into Literature Digital Teacher Resources 1 Year Grades 9-12 Writable for Into Literature Digital Teacher Resources 1 Year Grades 6-12 Access to Teacher's Corner				
Total for Teacher Digital Licenses		\$0.00			
Total for Grade 9		\$3,762.00			
Grade 10					
Student Digital Licenses					
1857724	9780358880134 Into Literature Connected Solutions Student License Digital High School 1 Year	\$34.20	97	\$3,317.40	
	Includes: Into Literature Digital Student Resources 1 Year Grades 9-12 Writable for Into Literature Digital Student Resources 1 Year Grades 6-12 Connected Solutions Implementation Success				
Total for Student Digital Licenses		\$3,317.40			
Teacher Digital Licenses					
1857725	9780358880141 Into Literature Connected Solutions Teacher License Digital High School 1 Year	\$321.00			4
	Includes: Into Literature Digital Teacher Resources 1 Year Grades 9-12 Writable for Into Literature Digital Teacher Resources 1 Year Grades 6-12 Access to Teacher's Corner				
Total for Teacher Digital Licenses		\$0.00			
Total for Grade 10		\$3,317.40			
Grade 11					
Student Digital Licenses					
1857724	9780358880134 Into Literature Connected Solutions Student License Digital High School 1 Year	\$34.20	85	\$2,907.00	
	Includes: Into Literature Digital Student Resources 1 Year Grades 9-12 Writable for Into Literature Digital Student Resources 1 Year Grades 6-12 Connected Solutions Implementation Success				
Total for Student Digital Licenses		\$2,907.00			
Teacher Digital Licenses					
Send Check Payments to:		Attention:		Send Orders to:	
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ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
1857725 9780358880141	Into Literature Connected Solutions Teacher License Digital High School 1 Year Includes: Into Literature Digital Teacher Resources 1 Year Grades 9-12 Writable for Into Literature Digital Teacher Resources 1 Year Grades 6-12 Access to Teacher's Corner	\$321.00			4
Total for Teacher Digital Licenses		\$0.00			
Total for Grade 11		\$2,907.00			
Grade 12					
Student Digital Licenses					
1857724 9780358880134	Into Literature Connected Solutions Student License Digital High School 1 Year Includes: Into Literature Digital Student Resources 1 Year Grades 9-12 Writable for Into Literature Digital Student Resources 1 Year Grades 6-12 Connected Solutions Implementation Success	\$34.20	79	\$2,701.80	
Total for Student Digital Licenses		\$2,701.80			
Teacher Digital Licenses					
1857725 9780358880141	Into Literature Connected Solutions Teacher License Digital High School 1 Year Includes: Into Literature Digital Teacher Resources 1 Year Grades 9-12 Writable for Into Literature Digital Teacher Resources 1 Year Grades 6-12 Access to Teacher's Corner	\$321.00			4
Total for Teacher Digital Licenses		\$0.00			
Total for Grade 12		\$2,701.80			

Subtotal Purchase Amount:	\$18,912.60
Shipping & Handling:	\$0.00
Sales Tax:	\$0.00
Total Cost of Proposal (PO Amount):	
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 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:	Sold to:
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1331 E Meyer Blvd	1331 E Meyer Blvd
Kansas City, MO 64131	Kansas City, MO 64131
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- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
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For the Purchase of:

Into Reading K-6 Version 2

Prepared By

Courtney Jackson

courtney.jackson@hnhco.com

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ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
Grade K					
Student Digital Licenses					
1810818	9780358573876 Into Reading Student License Digital 1 Year Grades K-6 Package Includes: Digital Student Resources 1 Year Grades K-6 Implementation Success	\$26.00	67	\$1,742.00	
Total for Student Digital Licenses				\$1,742.00	
Teacher Digital Licenses					
1809680	9780358565635 Into Reading Teacher License Digital with Teacher's Corner 1 Year Grades K-6 Package Includes: Digital Teacher Resources 1 Year Grades K-6 Access to Teacher's Corner	\$150.00			3
Total for Teacher Digital Licenses				\$0.00	
Total for Grade K				\$1,742.00	
Grade 1					
Student Digital Licenses					
1810818	9780358573876 Into Reading Student License Digital 1 Year Grades K-6 Package Includes: Digital Student Resources 1 Year Grades K-6 Implementation Success	\$26.00	67	\$1,742.00	
Total for Student Digital Licenses				\$1,742.00	
Teacher Digital Licenses					
1809680	9780358565635 Into Reading Teacher License Digital with Teacher's Corner 1 Year Grades K-6 Package Includes: Digital Teacher Resources 1 Year Grades K-6 Access to Teacher's Corner	\$150.00			3
Total for Teacher Digital Licenses				\$0.00	
Total for Grade 1				\$1,742.00	
Grade 2					
Student Digital Licenses					
1810818	9780358573876 Into Reading Student License Digital 1 Year Grades K-6 Package Includes: Digital Student Resources 1 Year Grades K-6 Implementation Success	\$26.00	67	\$1,742.00	
Total for Student Digital Licenses				\$1,742.00	
Teacher Digital Licenses					

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ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
1809680 9780358565635	Into Reading Teacher License Digital with Teacher's Corner 1 Year Grades K-6 Package Includes: Digital Teacher Resources 1 Year Grades K-6 Access to Teacher's Corner	\$150.00			3
Total for Teacher Digital Licenses		\$0.00			
<u>Total for Grade 2</u>		\$1,742.00			
<u>Grade 3</u>					
Student Digital Licenses					
1810818 9780358573876	Into Reading Student License Digital 1 Year Grades K-6 Package Includes: Digital Student Resources 1 Year Grades K-6 Implementation Success	\$26.00	67	\$1,742.00	
Total for Student Digital Licenses		\$1,742.00			
Teacher Digital Licenses					
1809680 9780358565635	Into Reading Teacher License Digital with Teacher's Corner 1 Year Grades K-6 Package Includes: Digital Teacher Resources 1 Year Grades K-6 Access to Teacher's Corner	\$150.00			3
Total for Teacher Digital Licenses		\$0.00			
<u>Total for Grade 3</u>		\$1,742.00			
<u>Grade 4</u>					
Student Digital Licenses					
1810818 9780358573876	Into Reading Student License Digital 1 Year Grades K-6 Package Includes: Digital Student Resources 1 Year Grades K-6 Implementation Success	\$26.00	67	\$1,742.00	
Total for Student Digital Licenses		\$1,742.00			
Teacher Digital Licenses					
1809680 9780358565635	Into Reading Teacher License Digital with Teacher's Corner 1 Year Grades K-6 Package Includes: Digital Teacher Resources 1 Year Grades K-6 Access to Teacher's Corner	\$150.00			3
Total for Teacher Digital Licenses		\$0.00			
<u>Total for Grade 4</u>		\$1,742.00			

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ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
Grade 5					
Student Digital Licenses					
1810818	9780358573876 Into Reading Student License Digital 1 Year Grades K-6 Package Includes: Digital Student Resources 1 Year Grades K-6 Implementation Success	\$26.00	69	\$1,794.00	
Total for Student Digital Licenses				\$1,794.00	
Teacher Digital Licenses					
1809680	9780358565635 Into Reading Teacher License Digital with Teacher's Corner 1 Year Grades K-6 Package Includes: Digital Teacher Resources 1 Year Grades K-6 Access to Teacher's Corner	\$150.00			3
Total for Teacher Digital Licenses				\$0.00	
Total for Grade 5				\$1,794.00	
Grade 6					
Student Digital Licenses					
1810818	9780358573876 Into Reading Student License Digital 1 Year Grades K-6 Package Includes: Digital Student Resources 1 Year Grades K-6 Implementation Success	\$26.00	69	\$1,794.00	
Total for Student Digital Licenses				\$1,794.00	
Teacher Digital Licenses					
1809680	9780358565635 Into Reading Teacher License Digital with Teacher's Corner 1 Year Grades K-6 Package Includes: Digital Teacher Resources 1 Year Grades K-6 Access to Teacher's Corner	\$150.00			3
Total for Teacher Digital Licenses				\$0.00	
Total for Grade 6				\$1,794.00	

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<i>Subtotal Purchase Amount:</i>	\$12,298.00
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For the Purchase of:

Into Lit Print Only

Prepared By

Courtney Jackson

courtney.jackson@hnhco.com

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ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
Grade 7					
Student Digital Licenses					
1810813	9780358573852 Into Literature Student License Digital 1 Year Grade 6-8 Includes: Digital Student Resources 1 Year Grades 6-8 Implementation Success	\$26.00			1
A la Carte Items Available for Purchase					
Student Materials					
1791527	9780358416401 Into Literature Student Edition Softcover Grade 7	\$7.50	93	\$697.50	
Total for A la Carte Items Available for Purchase		\$697.50			
Total for Grade 7		\$697.50			
Grade 8					
Student Digital Licenses					
1810813	9780358573852 Into Literature Student License Digital 1 Year Grade 6-8 Includes: Digital Student Resources 1 Year Grades 6-8 Implementation Success	\$26.00			1
A la Carte Items Available for Purchase					
Student Materials					
1791528	9780358416418 Into Literature Student Edition Softcover Grade 8	\$7.50	89	\$667.50	
Total for A la Carte Items Available for Purchase		\$667.50			
Total for Grade 8		\$667.50			
Grade 9					
Student Digital Licenses					
1810814	9780358573869 Into Literature Student License Digital 1 Year Grade 9-12 Includes: Digital Student Resources 1 Year Grades 9-12 Implementation Success	\$26.00			1
A la Carte Items Available for Purchase					
Student Materials					
1791529	9780358416425 Into Literature Student Edition Softcover Grade 9	\$7.50	110	\$825.00	
Total for A la Carte Items Available for Purchase		\$825.00			

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ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
Total for Grade 9		\$825.00			
Grade 10					
Student Digital Licenses					
1810814	9780358573869 Into Literature Student License Digital 1 Year Grade 9-12 Includes: Digital Student Resources 1 Year Grades 9-12 Implementation Success	\$26.00			1
A la Carte Items Available for Purchase					
Student Materials					
1791530	9780358416432 Into Literature Student Edition Softcover Grade 10	\$7.50	97	\$727.50	
Total for A la Carte Items Available for Purchase		\$727.50			
Total for Grade 10		\$727.50			
Grade 11					
A la Carte Items Available for Purchase					
Student Materials					
1805857	9780358538257 Into Literature Softcover Student Edition Set Grade 11	\$7.50	85	\$637.50	
Total for A la Carte Items Available for Purchase		\$637.50			
Total for Grade 11		\$637.50			
Grade 12					
A la Carte Items Available for Purchase					
Student Materials					
1805858	9780358538264 Into Literature Softcover Student Edition Set Grade 12	\$7.50	79	\$592.50	
Total for A la Carte Items Available for Purchase		\$592.50			
Total for Grade 12		\$592.50			

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Subtotal Purchase Amount:	\$4,147.50
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Sales Tax:	\$0.00

Total Cost of Proposal (PO Amount): **\$4,748.89**

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Prepared By

Courtney Jackson

courtney.jackson@hnhco.com

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ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
Grade K					
Student Digital Licenses					
1810818	9780358573876 Into Reading Student License Digital 1 Year Grades K-6 Package Includes: Digital Student Resources 1 Year Grades K-6 Implementation Success	\$26.00			1
A la Carte Items Available for Purchase					
Teacher Materials					
1805118	9780358526346 Into Reading Teacher Guide Set Grade K	\$189.75	3	\$569.25	
1736143	9781328639035 Into Reading Big Book Set Grade K	\$231.00	3	\$693.00	
1803398	9780358517016 Into Reading Read Aloud Set Grade K	\$132.30	3	\$396.90	
1712781	9781328460561 Into Reading Bookstix Grade K	\$4.65	3	\$13.95	
1742471	9780358056287 Into Reading Instructional Card Kit Grade K	\$76.65	3	\$229.95	
1738477	9780358019831 Into Reading Start Right Reader Set of 6 Grade K	\$170.10	3	\$510.30	
1721083	9781328522900 Into Reading Tabletop Minilessons Reading Grade K	\$32.55	3	\$97.65	
1716734	9781328491602 Into Reading Tabletop Minilessons English Language Development Grade K	\$32.55	3	\$97.65	
1736277	9780358001508 Into Reading Rigby Library with Take and Teach Lessons Grade K	\$1,207.51	3	\$3,622.53	
Structured Literacy					
1858621	9780358884446 Into Reading Structured Literacy Teacher Guide Set Grade K	\$137.50			3
1874750	9780358977254 Into Reading Into Reading Sound Wall Cards Grade K	\$58.30			3
Student Materials					
1795626	9780358449256 Into Reading Student myBook Softcover Grade K	\$7.50	67	\$502.50	
Total for A la Carte Items Available for Purchase		\$6,733.68			
Total for Grade K		\$6,733.68			

Grade 1					
Student Digital Licenses					
1810818	9780358573876 Into Reading Student License Digital 1 Year Grades K-6 Package Includes: Digital Student Resources 1 Year Grades K-6 Implementation Success	\$26.00			1
A la Carte Items Available for Purchase					
Teacher Materials					
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ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
1805119	9780358526353 Into Reading Teacher Guide Set Grade 1	\$189.75	3	\$569.25	
1714678	9781328468970 2020 Into Reading Writing Workshop Teacher's Guide Grade 1	\$50.75	3	\$152.25	
1805124	9780358526407 Into Reading Teaching Pal Set Grade 1	\$39.90	3	\$119.70	
1736147	9781328639097 Into Reading Big Book Set Grade 1	\$88.20	3	\$264.60	
1736145	9781328639059 Into Reading Read Aloud Set Grade 1	\$92.40	3	\$277.20	
1736148	9781328639103 Into Reading Trade Classroom Library Single Copy Set Grade 1	\$26.10	3	\$78.30	
1742472	9780358056294 Into Reading Instructional Card Kit Grade 1	\$76.65	3	\$229.95	
1738478	9780358019848 Into Reading Start Right Reader Set of 6 Grade 1	\$272.20	3	\$816.60	
1721084	9781328522917 Into Reading Tabletop Minilessons Reading Grade 1	\$32.55	3	\$97.65	
1716735	9781328491619 Into Reading Tabletop Minilessons English Language Development Grade 1	\$32.55	3	\$97.65	
1736278	9780358001515 Into Reading Rigby Library with Take and Teach Lessons Grade 1	\$1,207.51	3	\$3,622.53	
Structured Literacy					
1858623	9780358884453 Into Reading Structured Literacy Teacher Guide Set Grade 1	\$137.50			3
1874752	9780358977261 Into Reading Into Reading Sound Wall Cards Grade 1	\$58.30			3
Student Materials					
1805083	9780358525950 Into Reading Student myBook Softcover Set Grade 1	\$7.50	67	\$502.50	
Total for A la Carte Items Available for Purchase		\$6,828.18			
Total for Grade 1		\$6,828.18			

Grade 2

Student Digital Licenses

1810818	9780358573876 Into Reading Student License Digital 1 Year Grades K-6 Package Includes: Digital Student Resources 1 Year Grades K-6 Implementation Success	\$26.00			1
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A la Carte Items Available for Purchase

Teacher Materials

1805120	9780358526360 Into Reading Teacher Guide Set Grade 2	\$189.75	3	\$569.25	
1714679	9781328469809 2020 Into Reading Writing Workshop Teacher's Guide Grade 2	\$50.75	3	\$152.25	
1805125	9780358526414 Into Reading Teaching Pal Set Grade 2	\$39.90	3	\$119.70	
1736146	9781328639080 Into Reading Read Aloud Set Grade 2	\$132.30	3	\$396.90	

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ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
1736149 9781328639110	Into Reading Trade Classroom Library Single Copy Set Grade 2	\$26.10	3	\$78.30	
1742513 9780358056300	Into Reading Instructional Card Kit Grade 2	\$76.65	3	\$229.95	
1738479 9780358019855	Into Reading Start Right Reader Set of 6 Grade 2	\$181.45	3	\$544.35	
1721085 9781328522924	Into Reading Tabletop Minilessons Reading Grade 2	\$32.55	3	\$97.65	
1716736 9781328491626	Into Reading Tabletop Minilessons English Language Development Grade 2	\$32.55	3	\$97.65	
1736279 9780358001522	Into Reading Rigby Library with Take and Teach Lessons Grade 2	\$1,207.51	3	\$3,622.53	
Structured Literacy					
1858625 9780358884460	Into Reading Structured Literacy Teacher Guide Set Grade 2	\$137.50			3
1874854 9780358977124	Into Reading Into Reading Sound Wall Cards Grade 2	\$58.30			3
Student/ Materials					
1805084 9780358525967	Into Reading Student myBook Softcover Set Grade 2	\$7.50	67	\$502.50	
Total for A la Carte Items Available for Purchase				\$6,411.03	
Total for Grade 2				\$6,411.03	

Grade 3

Student Digital Licenses

1810818 9780358573876	Into Reading Student License Digital 1 Year Grades K-6 Package Includes: Digital Student Resources 1 Year Grades K-6 Implementation Success	\$26.00			1
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A la Carte Items Available for Purchase

Teacher Materials

1805121 9780358526377	Into Reading Teacher Guide Set Grade 3	\$189.75	3	\$569.25	
1714680 9781328469816	2020 Into Reading Writing Workshop Teacher's Guide Grade 3	\$50.75	3	\$152.25	
1805126 9780358526421	Into Reading Teaching Pal Set Grade 3	\$39.90	3	\$119.70	
1736150 9781328639127	Into Reading Trade Classroom Library Single Copy Set Grade 3	\$26.10	3	\$78.30	
1721086 9781328522931	Into Reading Tabletop Minilessons Reading Grade 3	\$32.55	3	\$97.65	
1716737 9781328491633	Into Reading Tabletop Minilessons English Language Development Grade 3	\$32.55	3	\$97.65	
1736280 9780358001539	Into Reading Rigby Library with Take and Teach Lessons Grade 3	\$1,207.51	3	\$3,622.53	

Student Materials

1805085 9780358525974	Into Reading Student myBook Softcover Set Grade 3	\$7.50	67	\$502.50	
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Total for A la Carte Items Available for Purchase		\$5,239.83			
<u>Total for Grade 3</u>		\$5,239.83			
<u>Grade 4</u>					
Student Digital Licenses					
1810818	9780358573876 Into Reading Student License Digital 1 Year Grades K-6 Package Includes: Digital Student Resources 1 Year Grades K-6 Implementation Success	\$26.00			1
A la Carte Items Available for Purchase					
Teacher Materials					
1805122	9780358526384 Into Reading Teacher Guide Set Grade 4	\$189.75	3	\$569.25	
1714681	9781328469823 2020 Into Reading Writing Workshop Teacher's Guide Grade 4	\$50.75	3	\$152.25	
1805127	9780358526438 Into Reading Teaching Pal Set Grade 4	\$39.90	3	\$119.70	
1736151	9781328639134 Into Reading Trade Classroom Library Single Copy Set Grade 4	\$26.10	3	\$78.30	
1721087	9781328522948 Into Reading Tabletop Minilessons Reading Grade 4	\$32.55	3	\$97.65	
1716738	9781328491640 Into Reading Tabletop Minilessons English Language Development Grade 4	\$32.55	3	\$97.65	
1736281	9780358001546 Into Reading Rigby Library with Take and Teach Lessons Grade 4	\$1,207.51	3	\$3,622.53	
Student Materials					
1805086	9780358526025 Into Reading Student myBook Softcover Set Grade 4	\$7.50	67	\$502.50	
Total for A la Carte Items Available for Purchase		\$5,239.83			
<u>Total for Grade 4</u>		\$5,239.83			

<u>Grade 5</u>					
Student Digital Licenses					
1810818	9780358573876 Into Reading Student License Digital 1 Year Grades K-6 Package Includes: Digital Student Resources 1 Year Grades K-6 Implementation Success	\$26.00			1
A la Carte Items Available for Purchase					
Teacher Materials					
1805123	9780358526391 Into Reading Teacher Guide Set Grade 5	\$189.75	3	\$569.25	
1714682	9781328469830 2020 Into Reading Writing Workshop Teacher's Guide Grade 5	\$50.75	3	\$152.25	

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ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
1805128 9780358526445	Into Reading Teaching Pal Set Grade 5	\$39.90	3	\$119.70	
1736153 9781328639141	Into Reading Trade Classroom Library Single Copy Set Grade 5	\$26.10	3	\$78.30	
1721088 9781328522955	Into Reading Tabletop Minilessons Reading Grade 5	\$32.55	3	\$97.65	
1716739 9781328491657	Into Reading Tabletop Minilessons English Language Development Grade 5	\$32.55	3	\$97.65	
1736282 9780358001553	Into Reading Rigby Library with Take and Teach Lessons Grade 5	\$1,207.51	3	\$3,622.53	
Student Materials					
1805087 9780358526032	Into Reading Student myBook Softcover Set Grade 5	\$7.50	69	\$517.50	
Total for A la Carte Items Available for Purchase				\$5,254.83	
<u>Total for Grade 5</u>				\$5,254.83	
Grade 6					
Student Digital Licenses					
1810818 9780358573876	Into Reading Student License Digital 1 Year Grades K-6 Package Includes: Digital Student Resources 1 Year Grades K-6 Implementation Success	\$26.00			1
A la Carte Items Available for Purchase					
Teacher Materials					
1737706 9780358011156	2020 Into Reading Teacher's Guide Set Grade 6	\$189.75	3	\$569.25	
1714683 9781328469854	2020 Into Reading Writing Workshop Teacher's Guide Grade 6	\$50.75	3	\$152.25	
1738609 9780358019114	Into Reading Teaching Pal Set Grade 6	\$39.90	3	\$119.70	
1737707 9780358011163	Into Reading Trade Classroom Library Single Copy Set Grade 6	\$26.10	3	\$78.30	
1721089 9781328522962	Into Reading Tabletop Minilessons Reading Grade 6	\$32.55	3	\$97.65	
1716740 9781328491664	Into Reading Tabletop Minilessons English Language Development Grade 6	\$32.55	3	\$97.65	
1761437 9780358188155	Into Reading Rigby Library Cards with Take and Teach Lessons Grade 6	\$483.00	3	\$1,449.00	
Student Materials					
1737658 9780358010036	2020 Into Reading Student myBook Softcover Set Grade 6	\$7.50	69	\$517.50	
Total for A la Carte Items Available for Purchase				\$3,081.30	
<u>Total for Grade 6</u>				\$3,081.30	

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ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
Professional Services- Into Reading K-6 Implementation Success Plan					
1810628	9780358574088 Getting Started: Introduction to Into Reading K-6 Live Online Version 2 2-Hour This two-hour Getting Started session introduces teachers to their new program's structure, essential resources, and implementation recommendations. Teachers will also explore Ed, HMH's teaching and learning platform, and the professional learning pathway on Ed. Getting Started is the initial step toward a successful first 30 days. Ongoing training and support will be also provided on Ed. There, teachers will access a guided learning pathway based on their grade level and implementation timeline. A recommended sequence of topics, which includes live sessions, videos, interactive media, and related resources, will help teachers plan, teach, and assess student learning using their new HMH program. After teachers complete each pathway topic, they receive a certificate of completion.		2		
Leader Support for Into Reading					
1851402	9780358841456 Into Reading V2 Leader Success Live Online 1-Hour Grade K-5 During this one-hour live online session, leaders learn about the design and resources of their HMH program. To help leaders develop a plan to guide implementation and set up teachers for a successful start, HMH Coaches share tools and best teaching and student learning practices to observe in the classroom. Leaders also preview the Teacher Success Pathways and resources on HMH Ed for ongoing support.		1		
Total for Professional Services- Into Reading K-6				\$ 0.00	

Subtotal Purchase Amount:	\$38,788.68
Shipping & Handling:	\$4,460.70
Total Cost of Proposal (PO Amount):	\$43,249.38
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Coversheet

FY25 HPA Compensation

Section: VI. New Business
Item: D. FY25 HPA Compensation
Purpose: Vote
Submitted by:
Related Material: Hogan_Board_April2024 (1).pdf



Compensation | Benefits



Annual Staff Increase:

- 3% increase for staff for the 24-25 school year

Staff Retention Stipends:

- \$1,000 for teaching and professional staff
- \$500 for operational and support staff