



Harding Charter Preparatory School District

Regular Governance Board Meeting

Published on July 3, 2025 at 8:48 AM CDT

Date and Time

Tuesday July 8, 2025 at 6:00 PM CDT

Location

District Office Building (Pavilion)
12600 N. Kelley Avenue
Oklahoma City, OK, 73131

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Call the Meeting to Order			
B. Record Attendance			1 m
II. Recognitions			6:01 PM
A. HCP District Teacher of the Year	FYI	Steven Stefanick	10 m
III. Public Comments			

	Purpose	Presenter	Time
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IV. Committee Reports**6:11 PM**

A.	Executive Committee	FYI	Ryan Coleman	3 m
B.	Finance Committee	FYI	Ryan Coleman	3 m
C.	Academic Committee	FYI	Ryan Coleman	3 m
D.	Communications Committee	FYI	Ryan Coleman	3 m
E.	Superintendent Evaluation	FYI	Ryan Coleman	3 m

V. Consent Agenda**6:26 PM**

A.	Regular Governance Board Minutes 6/10/2025	Approve Minutes	Steven Stefanick	1 m
B.	Special Session Governance Board Minutes 6/24/2025	Approve Minutes	Steven Stefanick	1 m
C.	Human Resources Report	Vote	Steven Stefanick	1 m
D.	Monthly Financial Report	Vote	Steven Stefanick	1 m
E.	General Fund Purchase Orders (189 - 224)	Vote	Steven Stefanick	1 m
F.	Building Fund Purchase Orders (no new purchase orders)	Vote	Steven Stefanick	1 m
G.	Gift Fund Purchase Orders (135-136)	Vote	Steven Stefanick	1 m
H.	Monthly Credit Card Statement	Vote	Steven Stefanick	1 m
I.	Activity Funds Change Report	Vote	Steven Stefanick	1 m
J.	Charter School Program Grant Update	Vote	Steven Stefanick	1 m
K.	Federal Programs Update	Vote	Steven Stefanick	1 m
L.	Quote from Salsbury Industries for middle school lockers.	Vote	Steven Stefanick	1 m

	Purpose	Presenter	Time
M. Quote from Darl Wolf for installation of elementary school playground fencing.	Vote	Steven Stefanick	1 m
N. Quote from Accent Glass Services for installation of two aluminum glass doors at the front lobby of high school.	Vote	Steven Stefanick	1 m
O. Contract with Medina Handyman Services for 2025-2026 custodial services.	Vote	Steven Stefanick	1 m
VI. Superintendent's Report			6:41 PM
A. Superintendent Report	FYI	Steven Stefanick	20 m
VII. Informational Items			
VIII. Action Items			7:01 PM
A. Discussion and action on submitting charter renewal application to Oklahoma City Public Schools.	Vote	Steven Stefanick	5 m
B. Discussion and action on partnering with the University of Oklahoma Health Science Center to provide student vision screenings.	Vote	Steven Stefanick	5 m
C. Discussion and action on revisions to the Employment Practice Policy	Vote	Steven Stefanick	5 m
D. Discussion and action on revisions to the Employee Renewal Policy.	Vote	Steven Stefanick	5 m
E. Discussion and action on revisions to the Employee Complaint Policy.	Vote	Steven Stefanick	5 m
F. Discussion and action on revisions to the Student and Parent Complaints Policy.	Vote	Steven Stefanick	5 m
G. Discussion and board action on giving the superintendent authority to begin seeking candidates for the position of General Maintenance at Harding Charter Preparatory School District.	Vote	Steven Stefanick	5 m

	Purpose	Presenter	Time
IX. Executive Session			7:36 PM
A. Motion to enter into Executive Session for discussions, if any regarding the evaluation and employment of the Superintendent, pursuant to 25 O.S.§, 307 (B)(1) and 70 O.S.§, 5-118	Vote	Ryan Coleman	20 m
X. Action on Executive Session			7:56 PM
A. Action, if any, concerning the evaluation or employment of Superintendent.	Vote	Ryan Coleman	1 m
XI. New Business			
XII. Closing Items			
A. Adjourn Meeting	Vote		

Coversheet

HCP District Teacher of the Year

Section: II. Recognitions
Item: A. HCP District Teacher of the Year
Purpose: FYI
Submitted by: Steven Stefanick

BACKGROUND:

We are proud to announce and celebrate the **Harding Charter Preparatory School District 2025–2026 Teacher of the Year!**

Each year, our district honors one exceptional educator whose dedication, innovation, and impact exemplify the highest standards of teaching. This individual represents the heart of our mission—preparing every student for success at any post-secondary educational institution through a rigorous college preparatory environment.

After a competitive and thoughtful selection process, which included input from a community committee, we are thrilled to recognize a teacher who not only inspires students daily but also uplifts our entire school community.

The **HCP District Teacher of the Year** will serve as an ambassador for excellence in education across all of our schools and will also be nominated to represent our district in the **Oklahoma State Teacher of the Year** competition—the first time a charter school educator has been positioned for this honor.

Coversheet

Finance Committee

Section:

Item:

Purpose:

Submitted by:

IV. Committee Reports

B. Finance Committee

FYI

Steven Stefanick

BACKGROUND:

There is no active finance committee at this time for 2025-2026.

Coversheet

Academic Committee

Section: IV. Committee Reports
Item: C. Academic Committee
Purpose: FYI
Submitted by: Steven Stefanick

BACKGROUND:

There is no active academic committee at this time for 2025-2026.

Coversheet

Communications Committee

Section: IV. Committee Reports
Item: D. Communications Committee
Purpose: FYI
Submitted by: Steven Stefanick

BACKGROUND:

There is no active communications committee at this time for 2025-2026.

Coversheet

Superintendent Evaluation

Section: IV. Committee Reports
Item: E. Superintendent Evaluation
Purpose: FYI
Submitted by: Steven Stefanick

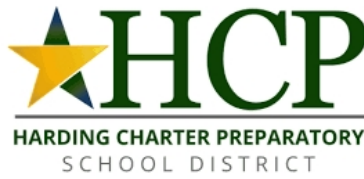
BACKGROUND:

There is no active superintendent evaluation committee at this time for 2025-2026.

Coversheet

Regular Governance Board Minutes 6/10/2025

Section:	V. Consent Agenda
Item:	A. Regular Governance Board Minutes 6/10/2025
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Governance Board Meeting on June 10, 2025



Harding Charter Preparatory School District

Minutes

Regular Governance Board Meeting

Date and Time

Tuesday June 10, 2025 at 6:00 PM

Location

District Office Building (Pavilion)

12600 N. Kelley Avenue

Oklahoma City, OK, 73131

Directors Present

Angela Parker, Conner Mulvaney, Jorge Chavez, Lisa Miller, Michelle Hudson, Rachel Durham, Ryan Coleman, Tiffany Ellis, Tyler Stroud

Directors Absent

None

Ex Officio Members Present

Judy Luster, Lou Falsetti

Non Voting Members Present

Judy Luster, Lou Falsetti

Guests Present

Jason Mack, Nicole Mercer, Pat McKinstry, Steven Stefanick

I. Opening Items

A. Call the Meeting to Order

Ryan Coleman called a meeting of the board of directors of Harding Charter Preparatory School District to order on Tuesday Jun 10, 2025 at 6:00 PM.

B. Record Attendance

II. Recognitions

A. School Teacher of the Year

Mr. Stefanick mentioned all the teachers that received teacher of the month.

Crystal Regin - Elementary School

Desiree Ryan - Middle School

Julianne Ford - High School

III. Committee Reports

A. Executive Committee

Mr. Coleman stated that there is lots to do for the coming school year.

B. Finance Committee

Ms. Miller was concerned with the carryover amount for next school year.

Mr. Stefanick explained that the carryover amount will be healthy for the next school year.

C. Academic Committee

Ms. Hudson explained that the middle school has a great program going into the next school year. Ms. Hudson is very excited about new the direction the middle school is going to next school year.

D. Communications Committee

Ms. Ellis informed the board that the committee is in the process of getting a meeting together this next week.

E. Superintendent Evaluation

No Report.

IV. Consent Agenda

A.

Regular Governance Board Minutes 5/13/2025

Conner Mulvaney made a motion to approve the minutes from Regular Governance Board Meeting on 05-13-25.

Lisa Miller seconded the motion.

Lisa Miller ask to have Tyler Stroud marked as absent not present.

Lisa Miller ask to have Conner Mulvaney marked as a guest present.

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

Roll Call

Conner Mulvaney	Aye
Rachel Durham	Aye
Tyler Stroud	Aye
Jorge Chavez	Aye
Lisa Miller	Aye
Angela Parker	Aye
Tiffany Ellis	Aye
Ryan Coleman	Aye
Michelle Hudson	Aye

B. Human Resources Report

Tiffany Ellis made a motion to accept the Human Resource Report.

Rachel Durham seconded the motion.

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

Roll Call

Ryan Coleman	Aye
Rachel Durham	Aye
Tiffany Ellis	Aye
Jorge Chavez	Aye
Conner Mulvaney	Aye
Lisa Miller	Aye
Angela Parker	Aye
Michelle Hudson	Aye
Tyler Stroud	Aye

C. Monthly Financial Report

Tiffany Ellis made a motion to to accept the Monthly Financial Report.

Rachel Durham seconded the motion.

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

Roll Call

Tyler Stroud	Aye
Ryan Coleman	Aye
Rachel Durham	Aye
Conner Mulvaney	Aye
Jorge Chavez	Aye

Roll Call

Lisa Miller Aye
Michelle Hudson Aye
Tiffany Ellis Aye
Angela Parker Aye

D. General Fund Purchase Orders (186 - 188)

Tiffany Ellis made a motion to accept the General Fund Purchase Orders (186-188).

Rachel Durham seconded the motion.

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

Roll Call

Conner Mulvaney Aye
Lisa Miller Aye
Tiffany Ellis Aye
Ryan Coleman Aye
Tyler Stroud Aye
Rachel Durham Aye
Jorge Chavez Aye
Michelle Hudson Aye
Angela Parker Aye

E. Building Fund Purchase Orders (no new orders)

Tiffany Ellis made a motion to accept Building Fund Purchase Orders (no new Orders).

Rachel Durham seconded the motion.

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

Roll Call

Lisa Miller Aye
Angela Parker Aye
Tyler Stroud Aye
Ryan Coleman Aye
Rachel Durham Aye
Conner Mulvaney Aye
Tiffany Ellis Aye
Michelle Hudson Aye
Jorge Chavez Aye

F. Gift Fund Purchase Orders (133)

Tiffany Ellis made a motion to accept the Gift Fund Purchase Orders (133).

Rachel Durham seconded the motion.

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

Roll Call

Ryan Coleman Aye
Conner Mulvaney Aye

Roll Call

Jorge Chavez	Aye
Lisa Miller	Aye
Tiffany Ellis	Aye
Tyler Stroud	Aye
Angela Parker	Aye
Rachel Durham	Aye
Michelle Hudson	Aye

G. Monthly Credit Card Statement

Tiffany Ellis made a motion to accept the Monthly Credit Card Statement.

Rachel Durham seconded the motion.

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

Roll Call

Lisa Miller	Aye
Tyler Stroud	Aye
Ryan Coleman	Aye
Tiffany Ellis	Aye
Michelle Hudson	Aye
Angela Parker	Aye
Rachel Durham	Aye
Jorge Chavez	Aye
Conner Mulvaney	Aye

H. Purchase Order Changes Report

Tiffany Ellis made a motion to accept the Purchase Order Changes Report.

Rachel Durham seconded the motion.

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

Roll Call

Angela Parker	Aye
Rachel Durham	Aye
Conner Mulvaney	Aye
Tiffany Ellis	Aye
Tyler Stroud	Aye
Michelle Hudson	Aye
Ryan Coleman	Aye
Lisa Miller	Aye
Jorge Chavez	Aye

I. Charter School Program Grant Update

Tiffany Ellis made a motion to accept the Charter School Program Grant Update.

Rachel Durham seconded the motion.

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

Roll Call

Ryan Coleman Aye
 Tyler Stroud Aye
 Jorge Chavez Aye
 Tiffany Ellis Aye
 Conner Mulvaney Aye
 Lisa Miller Aye
 Angela Parker Aye
 Rachel Durham Aye
 Michelle Hudson Aye

J. Federal Programs Update

Tiffany Ellis made a motion to accept the Federal Programs Update.
 Rachel Durham seconded the motion.
 The board **VOTED** to approve the motion.

Roll Call

Lisa Miller Aye
 Tyler Stroud Aye
 Rachel Durham Aye
 Tiffany Ellis Aye
 Michelle Hudson Aye
 Conner Mulvaney Aye
 Ryan Coleman Aye
 Angela Parker Aye
 Jorge Chavez Aye

K. Annual Budget & Purchase Orders 2025-2026

Tiffany Ellis made a motion to accept the Annual Budget & Purchase Orders 2025-2026.
 Rachel Durham seconded the motion.
 The board **VOTED** to approve the motion.

Roll Call

Tyler Stroud Aye
 Conner Mulvaney Aye
 Michelle Hudson Aye
 Rachel Durham Aye
 Jorge Chavez Aye
 Tiffany Ellis Aye
 Angela Parker Aye
 Lisa Miller Aye
 Ryan Coleman Aye

L. Move \$4,000.00 from HCPPO Activity Account (Fund 60-978) to the Scholarship Account (Fund 81-125) for the Class of 2025 Scholarships.

Tiffany Ellis made a motion to accept to move \$4,000.00 from the HCPPO Activity Account (Fund 60-978) to the Scholarship Account (Fund 81-125) for the Class of 2025 Scholarships.

Rachel Durham seconded the motion.

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

Roll Call

Jorge Chavez	Aye
Conner Mulvaney	Aye
Ryan Coleman	Aye
Michelle Hudson	Aye
Lisa Miller	Aye
Tiffany Ellis	Aye
Rachel Durham	Aye
Angela Parker	Aye
Tyler Stroud	Aye

M. Sweep Fund 60-855 Activity Account into Fund 11 General Account.

Tiffany Ellis made a motion to accept the Sweep Fund 60-855 Activity Account into Fund 11 General Account.

Rachel Durham seconded the motion.

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

Roll Call

Angela Parker	Aye
Lisa Miller	Aye
Ryan Coleman	Aye
Tiffany Ellis	Aye
Michelle Hudson	Aye
Conner Mulvaney	Aye
Tyler Stroud	Aye
Jorge Chavez	Aye
Rachel Durham	Aye

V. Superintendent's Report

A. Superintendent Report

Mr. Stefanick went over his report. He highlighted the enrollment figures.

VI. Informational Items

A. 2024-2025 Spring MAP Growth Report

Ms. Dowell explained and went over all the Spring 2024-2025 MAP Growth Report.

VII. Action Items

A. Discussion and board action on selecting ACT for school year 2025-2026 CCRA Assessment.

Conner Mulvaney made a motion to to accept the selection of the ACT for school year 2025-2026 CCRA Assessment.

Jorge Chavez seconded the motion.

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

Roll Call

Ryan Coleman	Aye
Tiffany Ellis	Aye
Lisa Miller	Aye
Michelle Hudson	Aye
Angela Parker	Aye
Rachel Durham	Aye
Jorge Chavez	Aye
Conner Mulvaney	Aye
Tyler Stroud	Aye

B. Discussion and possible action on approval of HCP Secondary Technology Policy to initiate the district to move forward in implementing and rollout of a one-to-one device program for all HCP secondary students.

Conner Mulvaney made a motion to accept and approve the HCP Secondary Technology Policy.

Tyler Stroud seconded the motion.

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

Roll Call

Tyler Stroud	Aye
Conner Mulvaney	Aye
Michelle Hudson	Aye
Tiffany Ellis	Aye
Angela Parker	Aye
Jorge Chavez	Aye
Ryan Coleman	Aye
Lisa Miller	Aye
Rachel Durham	Aye

C. Discussion and possible action on partnering with Securanty to provide device insurance for the one-to-one device HCP program at all secondary schools.

Conner Mulvaney made a motion to accept the partnership with Securanty to provide insurance for the one-to-one device HCP Program at all secondary schools. Mr.

Mulvaney added to accept the policy for The Everything Plan.

Tiffany Ellis seconded the motion.

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

Roll Call

Angela Parker	Aye
Rachel Durham	Aye
Lisa Miller	Aye
Ryan Coleman	Aye
Conner Mulvaney	Aye
Tyler Stroud	Aye
Tiffany Ellis	Aye
Michelle Hudson	Aye
Jorge Chavez	Aye

D. Discussion and possible action on approving quote from Quo Vadimus to provide laptop cases for the one-to-one device HCP program at all secondary schools.

Lisa Miller made a motion to accept the quote from Qua Vadimus for the laptop covers.

Conner Mulvaney seconded the motion.

Mr. Coleman was concerned with the cost of the cases for the purchase of the new laptops. It was decided that the quote from Qua Vadimus for the laptop covers, was cost effective.

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

Roll Call

Michelle Hudson	Aye
Jorge Chavez	Aye
Lisa Miller	Aye
Conner Mulvaney	Aye
Tiffany Ellis	Aye
Tyler Stroud	Aye
Rachel Durham	Aye
Ryan Coleman	Aye
Angela Parker	Aye

E. Discussion and possible action on contracting with Teach for America Educational Professional Services for Ignite Tutoring Program to provide Tier 3 supports for 5th and 6th grade at HCPMS @ Independence.

Conner Mulvaney made a motion to accept the contract with Teach for America Educational Professional Services for Ignite Tutoring Program to provide Tier 3 supports for 5th and 6th grade at HCPMS @ Independence.

Rachel Durham seconded the motion.

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

Roll Call

Tiffany Ellis	Aye
Tyler Stroud	Aye
Angela Parker	Aye
Jorge Chavez	Aye

Roll Call

Lisa Miller Aye
 Rachel Durham Aye
 Michelle Hudson Aye
 Conner Mulvaney Aye
 Ryan Coleman Aye

F. Discussions and possible action on revisions to the HCP Sick Leave Policy.

Tiffany Ellis made a motion to accept the revisions to the HCP Sick Leave Policy.
 Tyler Stroud seconded the motion.
 The board **VOTED** to approve the motion.

Roll Call

Jorge Chavez Aye
 Angela Parker Aye
 Lisa Miller Aye
 Rachel Durham Aye
 Tiffany Ellis Aye
 Michelle Hudson Aye
 Ryan Coleman Aye
 Conner Mulvaney Aye
 Tyler Stroud Aye

G. Discussion and possible action on revisions to the HCPHS Concurrent Enrollment Policy and allow revisions to be retroactive for 2023-2024 and 2024-2025.

Rachel Durham made a motion to accept the revisions to the HCPHS Concurrent Enrollment Policy and allow the revisions to be retroactive for 2023-2024 and 2024-2025.
 Michelle Hudson seconded the motion.
 The board **VOTED** to approve the motion.

Roll Call

Michelle Hudson Aye
 Conner Mulvaney Aye
 Lisa Miller Aye
 Rachel Durham Aye
 Ryan Coleman Aye
 Tiffany Ellis Aye
 Angela Parker Aye
 Jorge Chavez Aye
 Tyler Stroud Aye

H. Discussion and action on board officer elections for president, vice president, and secretary based on the nominations at the May board meeting.

Rachel Durham made a motion to accept the board officers by acclamation.
 Tyler Stroud seconded the motion.

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

Roll Call

Tiffany Ellis	Aye
Rachel Durham	Aye
Ryan Coleman	Aye
Angela Parker	Aye
Michelle Hudson	Aye
Conner Mulvaney	Aye
Jorge Chavez	Aye
Tyler Stroud	Aye
Lisa Miller	Aye

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

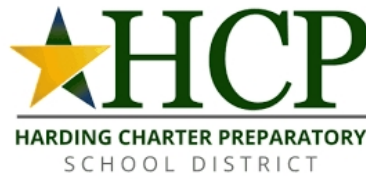
Respectfully Submitted,
Judy Luster

Coversheet

Special Session Governance Board Minutes 6/24/2025

Section:	V. Consent Agenda
Item:	B. Special Session Governance Board Minutes 6/24/2025
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Special Session of Governance Board on June 24, 2025

APPROVED



Harding Charter Preparatory School District

Minutes

Special Session of Governance Board

Date and Time

Tuesday June 24, 2025 at 6:00 PM

Location

District Office Building (Pavilion)

12600 N. Kelley Avenue

Oklahoma City, OK, 73131

Directors Present

Lisa Miller, Rachel Durham, Ryan Coleman, Tiffany Ellis, Tyler Stroud

Directors Absent

Angela Parker, Conner Mulvaney, Jorge Chavez, Michelle Hudson

Guests Present

Steven Stefanick

I. Opening Items

A. Call the Meeting to Order

Ryan Coleman called a meeting of the board of directors of Harding Charter Preparatory School District to order on Tuesday Jun 24, 2025 at 6:06 PM.

B. Record Attendance

II. Action Items

A. Discussion and board action on selection of insurance package with carriers Hartford, Gotham, and Convex for 2025-2026

Lisa Miller made a motion to approve insurance package.

Tyler Stroud seconded the motion.

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

III. Informational Items

A. Finnish Education Presentation

Superintendent Stefanick provided a presentation over the Finland Education System.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:44 PM.

Respectfully Submitted,
Ryan Coleman

Coversheet

Human Resources Report

Section:	V. Consent Agenda
Item:	C. Human Resources Report
Purpose:	Vote
Submitted by:	
Related Material:	HCP Personnel Report - July.xlsx

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](#):

HCP Personnel Report - July.xlsx

Coversheet

Monthly Financial Report

Section: V. Consent Agenda
Item: D. Monthly Financial Report
Purpose: Vote
Submitted by: Steven Stefanick

BACKGROUND:

There is no monthly finance report for June due to closing out the year. Final report will be provided in August.

Coversheet

Monthly Credit Card Statement

Section:	V. Consent Agenda
Item:	H. Monthly Credit Card Statement
Purpose:	Vote
Submitted by:	
Related Material:	Statement-20250630.pdf



Account Number: XXXX XXXX XXXX 7800
HARDING CHARTER PREP
Statement Closing Date: 06/30/25

Corporate Account Summary

Previous Balance		\$1,101.99
Purchases and other Charges	+	\$11,213.35
Cash Advances	+	\$0.00
Credits	-	\$0.00
Payments	-	\$747.65
Late Payment Charge	+	\$0.00
Finance Charges	+	\$0.00
New Balance		\$11,567.69
Disputed Amount		\$0.00
Call Customer Service	1-800-356-8085	Manage your account online at:
Lost or Stolen Credit Card	1-800-356-8085	www.arvest.com

Corporate Account Summary

Past Due Amount	\$0.00
Credit Limit	\$15,000.00
Available Credit Limit	\$3,432.31
Cash Advance Credit Limit	\$0.00
Days in Billing Cycle	31
Statement Closing Date	06/30/25
Minimum Payment Due	\$347.00
Payment Due Date	07/24/25
Please send billing inquiries and correspondence to:	
ARVEST BANK	
P.O. BOX 6139	
NORMAN, OK 73070-6139	

Corporate Account Activity

Trans Date	Post Date	Reference Number	Description	Amount
06/27	06/27	74494575178000080001303	PAYMENT RECEIVED - THANK YOU	-\$747.65

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual rate on your account.

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charge
PURCHASES	0.00%	\$1,005.51	\$0.00
CASH ADVANCES	0.00%	\$0.00	\$0.00

Cardholder Account Summary

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
STEVEN STEFANICK XXXX XXXX XXXX 2296	\$15,000	\$0.00	\$1,186.10	\$0.00	\$1,186.10
RACHEL DOWELL XXXX XXXX XXXX 2312	\$15,000	\$0.00	\$10,027.25	\$0.00	\$10,027.25

DETACH HERE: To ensure proper credit, please include lower portion with your payment.

ARVEST BANK
P.O. BOX 6139
NORMAN, OK 73070-6139

☐ New address, phone number or email? PRINT on back.

HARDING CHARTER PREP
SCHOOL DISTRICT
12600 N KELLEY AVE
OKLAHOMA CITY OK 73131-1869

Account Number XXXX XXXX XXXX 7800
New Balance \$11,567.69
Minimum Payment Due \$347.00
Payment Due Date 07/24/25

Amount enclosed \$

To ensure proper credit, please return this portion with your payment. Make checks payable to CARD SERVICES.

Arvest Bank
PO BOX 2149
Lowell AR 72745

Account Number: XXXX XXXX XXXX 7800
HARDING CHARTER PREP
Statement Closing Date: 06/30/25

IMPORTANT INFORMATION

Balance Subject to Interest Rate. We use a method called “average daily balance (including new purchases).” Accordingly, we figure the interest charge on your account by applying the periodic rate to the “average daily balance” of your account. To get the “average daily balance,” we take the beginning balance of your account each day (any credit balance is treated as a “0” balance), add any new purchases, cash advances and fees, and subtract any unpaid interest, other finance charges, annual fees, returned check fees and any payments or credits. This gives us the daily balance. Then, we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the “average daily balance.”

What To Do If You Think You Find A Mistake On Your Statement
If you think there is an error on your statement, write to us at:

Arvest Bank
PO Box 6139
Norman, OK 73070

You may also contact us on the Web:
www.arvest.com

- In your letter, give us the following information:
- *Account Information:* Your name and account number.
 - *Dollar amount:* The dollar amount of the suspected error.
 - *Description of Problem:* If you think there is an error on your bill describe what you believe is wrong and why you believe it is a mistake.
- You must contact us within 60 days after the error appeared on your statement.
- You must notify us of any potential errors in writing or by going to www.arvest.com and completing a Dispute Form. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.
- While we investigate whether or not there has been an error, the following are true:
- We cannot try to collect the amount in question, or report you as delinquent on that amount.
 - The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
 - While you do not have to pay the amount in question, you are responsible for the reminder of your balance.
 - We can apply any unpaid amount against your credit limit.

What Will Happen After We Receive Your Letter

- When we receive your letter, we must do two things:
1. Within 30 days of receiving your letter, we must tell you that we received your letter. We will also tell you if we have already corrected the error.
 2. Within 90 days of receiving your letter, we must either correct the error or explain to you why we believe the bill is correct.

Your Rights If You Are Dissatisfied With Your Credit Card Purchase

- If you are dissatisfied with the good or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.
- To use this right, all of the following must be true:
1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
 2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
 3. You must not yet have fully paid for the purchase.
- If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing or electronically at:

Arvest Bank
PO Box 6139
Norman, OK 73070
www.arvest.com

While we investigate, the same rules apply to the disputed amount as discussed previously. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

IF YOUR CARD IS LOST OR STOLEN, PLEASE NOTIFY US AS
SOON AS POSSIBLE AT 1-800-356-8085

www.arvest.com

S0208-7208-0320

PLEASE PRINT YOUR NEW ADDRESS, TELEPHONE NUMBER AND/OR EMAIL BELOW:

NAME

ADDRESS

CITY, STATE, ZIP

HOME PHONE NUMBER

BUSINESS PHONE NUMBER

EMAIL



Account Number: XXXX XXXX XXXX 7800
HARDING CHARTER PREP
Statement Closing Date: 06/30/25

Cardholder Account Activity

STEVEN STEFANICK		Credit Limit		Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 2296		\$15,000		\$0.00	\$1,186.10	\$0.00	\$1,186.10
Trans Date	Post Date	Reference Number	Description	Amount			
06/04	06/05	24036295155714469871472	FACEBK *L5A74TYLD2 650-543-4800 CA	\$127.00			
06/10	06/11	24204295161003400125091	FACEBK *9UJFUSCLD2 650-5434800 CA	\$5.19			
06/10	06/11	24036295161742274433826	FACEBK *FSNTERQLD2 650-543-4800 CA	\$22.84			
06/11	06/12	24036295162716488013086	WF *WAYFAIR4416121495 866-263-8325 MA	\$849.71			
06/16	06/18	24943015168010191578785	THE HOME DEPOT #3907 EDMOND OK	\$181.36			

RACHEL DOWELL		Credit Limit		Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 2312		\$15,000		\$0.00	\$10,027.25	\$0.00	\$10,027.25
Trans Date	Post Date	Reference Number	Description	Amount			
06/18	06/20	24692165170100187349044	SHERATON DALLAS FD DALLAS TX 06/15/25 334312	\$788.25			
06/18	06/20	24692165170100187350489	SHERATON DALLAS FD DALLAS TX 06/15/25 334306	\$788.25			
06/18	06/20	24692165170100187350497	SHERATON DALLAS FD DALLAS TX 06/15/25 334308	\$788.25			
06/18	06/20	24692165170100187349002	SHERATON DALLAS FD DALLAS TX 06/15/25 334314	\$833.71			
06/18	06/20	24692165170100187349036	SHERATON DALLAS FD DALLAS TX 06/15/25 334306	\$833.71			
06/18	06/20	24692165170100187348939	SHERATON DALLAS FD DALLAS TX 06/15/25 334307	\$856.44			
06/18	06/20	24692165170100187348947	SHERATON DALLAS FD DALLAS TX 06/15/25 334307	\$856.44			
06/18	06/20	24692165170100187348954	SHERATON DALLAS FD DALLAS TX 06/15/25 334307	\$856.44			
06/18	06/20	24692165170100187348962	SHERATON DALLAS FD DALLAS TX 06/15/25 334307	\$856.44			
06/18	06/20	24692165170100187348970	SHERATON DALLAS FD DALLAS TX 06/15/25 334313	\$856.44			
06/18	06/20	24692165170100187348996	SHERATON DALLAS FD DALLAS TX 06/15/25 334316	\$856.44			
06/18	06/20	24692165170100187350471	SHERATON DALLAS FD DALLAS TX 06/15/25 334307	\$856.44			

Account Number: XXXX XXXX XXXX 7800
HARDING CHARTER PREP
Statement Closing Date: 06/30/25

Coversheet

Activity Funds Change Report

Section:	V. Consent Agenda
Item:	I. Activity Funds Change Report
Purpose:	Vote
Submitted by:	
Related Material:	Fund_60_Updates.xlsx

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](#):

Fund_60_Updates.xlsx

Coversheet

Charter School Program Grant Update

Section:	V. Consent Agenda
Item:	J. Charter School Program Grant Update
Purpose:	Vote
Submitted by:	
Related Material:	CSP_Reimbursement_Summary_ - July.xlsx

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](#):

CSP_Reimbursement_Summary_- July.xlsx

Coversheet

Federal Programs Update

Section:	V. Consent Agenda
Item:	K. Federal Programs Update
Purpose:	Vote
Submitted by:	
Related Material:	Federal_Claims_Update_- July.xlsx

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](#):

Federal_Claims_Update_- July.xlsx

Coversheet

Quote from Salsbury Industries for middle school lockers.

Section:	V. Consent Agenda
Item:	L. Quote from Salsbury Industries for middle school lockers.
Purpose:	Vote
Submitted by:	
Related Material:	Quote from Salsbury Industries.pdf

Dear Valued Customer:

Thank you for placing your order with Salsbury Industries, the industry leader in lockers and storage solutions. Please note that your order is currently **on hold or under review** for the following reason(s):

- **Awaiting Purchase Order**
- **Ship to Address**

Please note, if you have already submitted the requested information, it is under review and no further action is needed at this time.

Order #:	CS-735414	Payment:	NET 30 DAYS
Order Date:	7/1/2025	Shipping Method:	XPO
Customer #:	318442	Shipping Term:	PREPAID
PO #:	NONE	Special Instructions:	CALL B4 DEL 405-767-3003

Bill To:	Ship To:
STEVEN STEFANICK	STEVEN STEFANICK
HARDING CHARTER PREPARATORY SCHOOL DISTRICT	HARDING CHARTER PREPARATORY SCHOOL DISTRICT
12600 N KELLEY AVE	WILL ADVISE
OKLAHOMA CITY , OK 731311869	OKLAHOMA CITY , OK 73118-
	Ph: (405) 767-3003

Qty	Item #	Description	Unit Price	Total
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10	62368BL-A	STANDARD METAL LOCKER-DOUBLE TIER-3 WIDE-6 FEET HIGH-18" DEEP-BLUE-ASSEMBLED	\$0.00	\$0.00
60	77760	CUSTOM ENGRAVED NAME/NUMBER PLATE-FOR METAL LOCKER DR	\$0.00	\$0.00
10	77550	LOCKERS WITHOUT LEGS-FOR 1 WIDE & 3 WIDE METAL LOCKERS	\$0.00	\$0.00
1	699	PRICE PER QUOTE - PROMOTIONAL PRICING	\$5,090.00	\$5,090.00
1	1001-L	CATALOG / LOCKERS.COM	\$0.00	\$0.00
Sales Amount:				\$5,090.00
Tax:				\$0.00
Freight:				\$830.01
Total:				\$5,920.01

Looking for installation instructions? Click [here](#) to find the installation instructions for your product(s).

Sincerely,

Customer Service Department
SALSBURY INDUSTRIES
 18300 Central Avenue
 Carson, CA 90746-4008

Ph: 323-846-6700

Fx: 323-846-6800

customerservice@lockers.com.

Buy Mailboxes at www.mailboxes.com

Buy Lockers at www.lockers.com

Coversheet

Quote from Darl Wolf for installation of elementary school playground fencing.

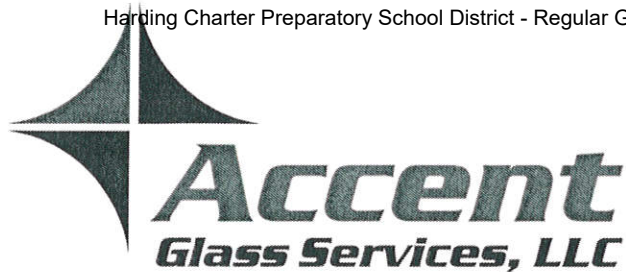
Section:	V. Consent Agenda
Item:	M. Quote from Darl Wolf for installation of elementary school playground fencing.
Purpose:	Vote
Submitted by:	
Related Material:	Harding split rail quote.pdf

Thank you for your business!

Coversheet

Quote from Accent Glass Services for installation of two aluminum glass doors at the front lobby of high school.

Section: V. Consent Agenda
Item: N. Quote from Accent Glass Services for installation of two aluminum glass doors at the front lobby of high school.
Purpose: Vote
Submitted by:
Related Material: Accent Glass Services .pdf
05.14.25 Harding Charter Prep Building Improvement Request.pdf



May 13, 2025

Harding Charter Prep

Harding Charter Prep
1301 NE 101 St.
OKC, OK 73131

We propose to furnish and install the following for:
Storefront, glass, & glazing

\$36,300.00

Valid 30 days.

New Kawneer 450 series 1 ¾" x 4 ½" non-thermally broken aluminum storefront frames

Two (2) elevations @ hall way corridors near building main foyer and office area

- Both openings are roughly 144" x 105" – see attached proposed elev. view

Each elev. includes one (1) pr. 3070 wide stile Kawneer aluminum doors w/ std. mfg. hardware including – electrified rim exit devices, removable mullion, 12" offset pull, EPT, wire harness, & surface mounted closer

Glazing to be ¼" clear tempered

Add Option:

Add: \$2,400.00

Make doors 3080 (8 ft tall doors) in lieu of 3070 (7 ft tall doors)

Add Option:

\$18,150.00

Add one (1) additional elev. w/ 3070 doors all else same as the above-described system

Add Option:

Add: \$1,200.00

Make doors 3080 (8 ft tall doors) in lieu of 3070 (7 ft tall doors)

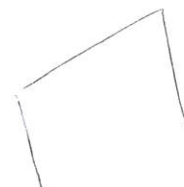
*Field Measurements to be Confirmed by AGS prior to Order

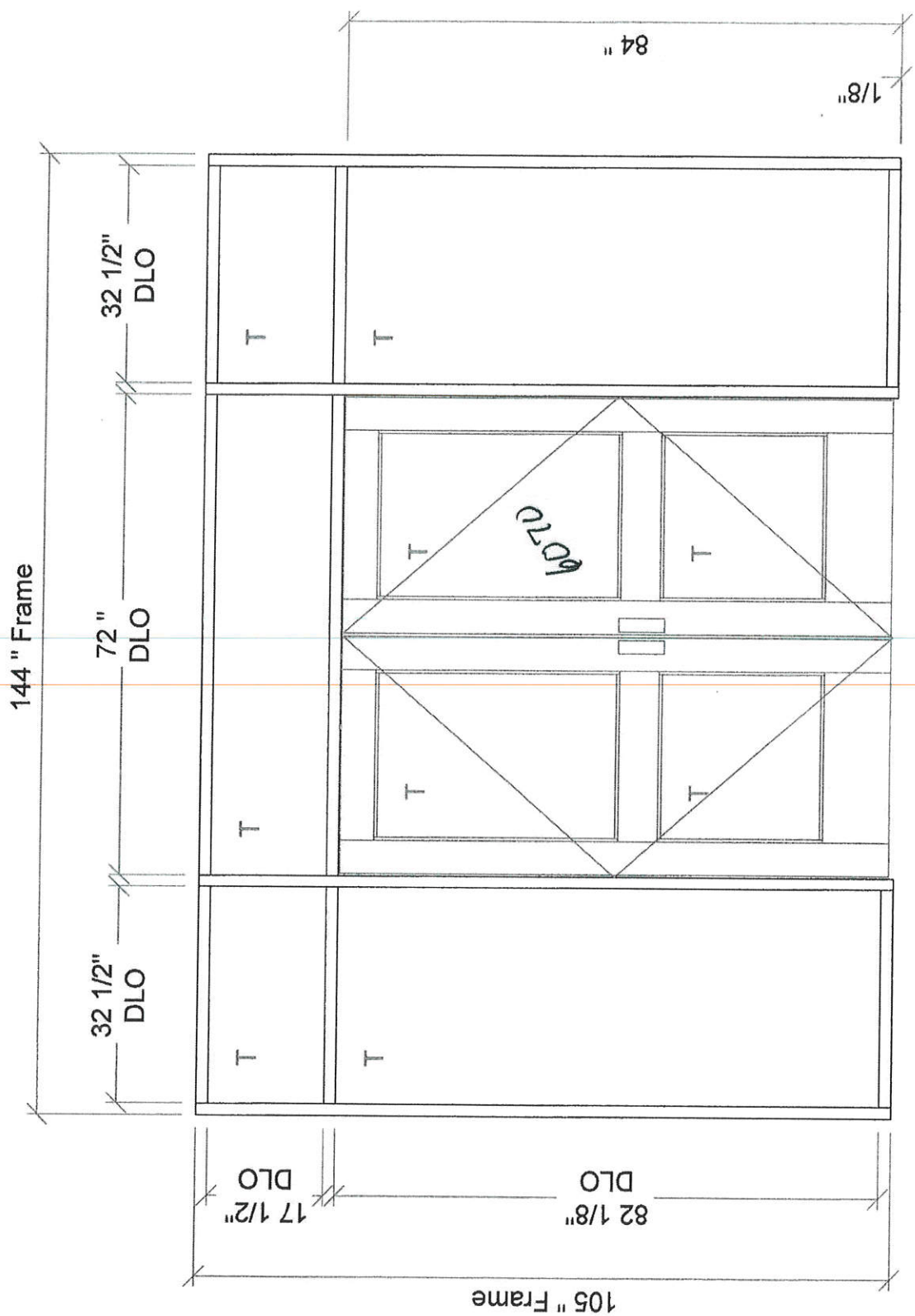
Excludes: Cleaning and Protection

Brian Owens

Brian Owens

Accent Glass Services, LLC





Harding Charter Prep - Base - 1 - 001 - Elev Base East & West (2 Thus)
Frame: (Bronze) Trifab VG 450 : 1.75 in. x 4.50 in. : Center Set

front



Building Improvement Request Form

Section 1: Lessee Information

Date: May 14, 2025

Request By: Steven Stefanick

School Name: Harding Charter Prep

Address: 1301 NE 101st, Oklahoma City, OK 73131

Contact Number: 405-767-3003

Email Address: sstefanick@hardingcharterprep.org

Section 2: Improvement Details

Expected Start Date: Summer 2025

Expected Completion Date: Summer 2025

Type of Modification:

☐ Structural

☐ Aesthetic (e.g., painting, flooring)

☐ Electrical

☐ New Additions

☐ Plumbing

☐ Parking Lots

☒ Renovations (classrooms, offices, entrances, etc.)

☐ Other: _____

Description of Proposed Modification:

(Please provide the scope and purpose of the project.)

The request is for our charter district to install two aluminum storefront frames for the foyer area (east and west). This request is to create what we call in schools "mantraps" and ensure no one that enters the school access to the entire school building without visiting the front office. The expense will be bared by the charter district and no the landlord.

Contractor's Information:

Representative's Name: Brian Owens

Company Name: Accent Glass Services, LLC

Contact Number: _____

Email: _____

Section 3: Attachments

Document Attached:

(if applicable)

- ☒ Detailed drawings or plans
- ☐ Contractor license and insurance
- ☐ Material specifications
- ☐ Timeline and work schedule
- ☐ Other: _____

Section 4: Lessee Acknowledgment

I, the undersigned, understand that all modifications must comply with building codes and lease agreement terms. I accept responsibility for any damages or violations resulting from the proposed work.

Name: _____

Title: _____

Signature: _____


Date: _____

Section 5: OKCPS Review

- ☒ Approved
- ☐ Denied
- ☐ Requires Additional Information

Comments:

The addition of non-thermally broken aluminum storefront frames and doors as specified in this request, meets OKCPS minimum design standards. The quote reviewed excludes cleaning and protection, implying it is the charter district's responsibility. They're also responsible for any code and/or permits required by the Authority Having Jurisdiction.

Reviewed By: Deborah Deck
Signature: 
Title: Ex. Dir. of Bond & Capital Projects
Date: May 20, 2025

Coversheet

Contract with Medina Handyman Services for 2025-2026 custodial services.

Section:	V. Consent Agenda
Item:	O. Contract with Medina Handyman Services for 2025-2026 custodial services.
Purpose:	Vote
Submitted by:	
Related Material:	2025 - Janitorial Estimate 61825_250618_164437 (1).pdf

Estimate

From:

Medina Handyman Services
9531 Regina Ave
OKC, OK 73169
(405)669-1696

Date:	6/18/25
-------	---------

Bill to:

Harding Independence Charter District (High School)
12600 N Kelly Avenue
Oklahoma City, OK 73131

Janitorial Service Estimate

The annual service fee for janitorial services is \$105,000. The estimated square footage is 80,000 sf.

Additional services:

Strip and Wax of VCT Flooring fee is \$40,000. (1) time per year
Carpet Cleaning fee is \$1,000 (1) time per year

Janitorial services for Harding Independence High Charter School include:

1. Empty all trash containers and wash if necessary and replace with liners.
2. Sweep and mop all floor surfaces.
3. Vacuum all carpeted areas.
4. Clean and disinfect all water fountains.
5. Clean all entry glass and entry doors.
6. Dust and clean desks, tables and chairs.
7. Wipe clean any doors and walls as needed
8. Restock all paper products and hand soap.
9. Clean and disinfect entire restroom areas.
10. Buff concrete and vct floors as needed.

Monthly Rate: \$12,166.67
Estimated annual billing is: \$146,000
From July 1, 2025 thru June 30, 2026

Medina Handyman Services LLC will provide the cleaning supplies, equipment, labor and supervision.
Harding Independence High Charter School will provide all restroom paper products, hand soap, hand sanitizer and trashcan liners.

If you have any questions concerning this estimate, please feel free to call at 669-1696.

THANK YOU!

Estimate

From:

Medina Handyman Services
9531 Regina Ave
OKC, OK 73169
(405)669-1696

Date:	6/18/25
-------	---------

Bill to:

Harding Independence Charter District (Middle School)
12600 N Kelly Avenue
Oklahoma City, OK 73131

Janitorial Service Estimate

The annual service fee for janitorial services is \$40,000. The estimated square footage is 30,000 sf.

Additional services:

Strip and Wax of VCT Flooring fee is \$13,600. (1) time per year
Carpet Cleaning fee is \$1,400 (1) time per year

Janitorial services for Harding Independence Middle Charter School include:

- 11. Empty all trash containers and wash if necessary and replace with liners.
- 12. Sweep and mop all floor surfaces.
- 13. Vacuum all carpeted areas.
- 14. Clean and disinfect all water fountains.
- 15. Clean all entry glass and entry doors.
- 16. Dust and clean desks, tables and chairs.
- 17. Wipe clean any doors and walls as needed
- 18. Restock all paper products and hand soap.
- 19. Clean and disinfect entire restroom areas.
- 20. Buff concrete and vct floors as needed.

Monthly Rate: \$4,583.33
Estimated annual billing is: \$55,000
From July 1, 2025 thru June 30, 2026

Medina Handyman Services LLC will provide the cleaning supplies, equipment, labor and supervision.
Harding Independence Middle Charter School will provide all restroom paper products, hand soap, hand sanitizer and trashcan liners.

If you have any questions concerning this estimate, please feel free to call at 669-1696.

THANK YOU!

Estimate

From:

Medina Handyman Services
9531 Regina Ave
OKC, OK 73169
(405)669-1696

Date:	6/18/25
-------	---------

Bill to:

Harding Independence Charter District (Elementary School)
12600 N Kelly Avenue
Oklahoma City, OK 73131

Janitorial Service Estimate

The annual service fee for janitorial services is \$24,000. The estimated square footage is 14,000 sf.

Additional services:

Strip and Wax of VCT Flooring fee is \$2,000.	(1) time per year
Carpet Cleaning fee is \$2,000.	(1) time per year
Wood floor strip and wax (cafeteria) fee is \$1,000	(1) time per year

Janitorial services for Harding Independence Elementary Charter School include:

- 21. Empty all trash containers and wash if necessary and replace with liners.
- 22. Sweep and mop all floor surfaces.
- 23. Vacuum all carpeted areas.
- 24. Clean and disinfect all water fountains.
- 25. Clean all entry glass and entry doors.
- 26. Dust and clean desks, tables and chairs.
- 27. Wipe clean any doors and walls as needed
- 28. Restock all paper products and hand soap.
- 29. Clean and disinfect entire restroom areas.
- 30. Buff concrete and vct floors as needed.

Monthly Rate: \$2,416.67
Estimated annual billing is: \$29,000
From July 1, 2025 thru June 30, 2026

Medina Handyman Services LLC will provide the cleaning supplies, equipment, labor and supervision.
Harding Independence Elementary Charter School will provide all restroom paper products, hand soap, hand sanitizer and trashcan liners.

If you have any questions concerning this estimate, please feel free to call at 669-1696.

THANK YOU!

Coversheet

Superintendent Report

Section:	VI. Superintendent's Report
Item:	A. Superintendent Report
Purpose:	FYI
Submitted by:	
Related Material:	Superintendent Report - July.pdf

Superintendent
Governance Board
July 2025

2025-2026 Current Enrollments

PK Grade: 44/40

K Grade: 54/50

1st Grade: 23/22

2nd Grade: 24/22

3rd Grade: 22/22

Total ES: 167 / 156 (goal 156 by October 1)

5th Grade: 111/110

6th Grade: 124/110

7th Grade: 114/110

8th Grade: 109/110

Total MS: 458 / 440 (goal 410 by October 1)

9th Grade: 149 / 160

10th Grade: 140 / 150

11th Grade: 124 / 140

12th Grade: 116 / 130

Total HS: 529 / 580 (goal 550 by October 1)

Total HCP: 1,154 / 1,176 (goal 1,116 by October 1)

Grant Submissions Results 2025 - 2026

No grants at this time.

Superintendent Current Projects

1. HCPMS Door Access Control – **Complete**
2. HCPES Window Tint – **Complete**
3. HCPES Cafeteria Projector & Sound System – **Complete**
4. Elementary School Early Childhood Renovations – In Progress
5. HCP one-to-one technology device program – In Progress
6. HCP Alumni 2015 Reunion/Gala Event – In Progress (Date is September 20, 2025)
7. New Lottery and Registration System (SchoolMint) – In Progress
8. New Parent Volunteer Program (Track it Forward) – In Progress

HCP Celebrations

1. 16 staff members (district, principals, deans) attended HCP Summer Leadership Retreat in Broken Bow, Oklahoma.
2. 24 staff members (district, principals, and teachers) attended AVID Summer Institute.
3. 16 elementary staff members (principals and teachers) attended Get Your Teach On Conference in Dallas, Texas.
4. District staff and board members attended the National Public Charter School Association Conference in Orlando, Florida.

Welcome New HCP Staff!**District**

ELL DIRECTOR	BIANCA ROSE	19	DOCTORATE
SPECIAL EDUCATION DIRECTOR	AMY PEMBERTON	20	MASTERS

High School

ASSISTANT PRINCIPAL	SARA MARIN	4	MASTERS
ADMINISTRATIVE ASSISTANT	KARLA GILLILAND	N/A	N/A
TEACHER - ENGLISH	MOLLY ROBINS	1	MASTERS
TEACHER - ENGLISH	KATIE MESSERLY	12	MASTERS
TEACHER - MATH	TORONZO MCINNIS	4	BACHELORS
TEACHER - MATH	CHARLES RATLIFF	7	DOCTORATE
TEACHER - MATH	DEANNE STROTHERS	18	BACHELORS
TEACHER - SOCIAL STUDIES	KYLEE MOORE	5	BACHELORS
TEACHER - SCIENCE	GREGORY MILLS	11	BACHELORS
TEACHER - SCIENCE	JACLYN BRANTLEY	20	BACHELORS
TEACHER - SPANISH WORLD LANGUAGE	ANTHONY OWENS	21	BACHELORS
TEACHER - FRENCH WORLD LANGUAGE	NIMA KEIVANI	2	MASTERS + 15
TEACHER - COLLEGE PREP 101	KALEI MARTIN	0	BACHELORS
TEACHER - FRESHMEN FOCUS	DY'MOND COMBS	0	BACHELORS
TEACHER - SOPHOMORE SEMINAR	MICHELLE HAZELIP	29	MASTERS
TEACHER - FINE ARTS VOCAL MUSIC	WARREN MITCHELL	12	MASTERS
TEACHER - COMPUTER SCIENCE	JULIAN TASHMAN	0	BACHELORS
PARAPROFESSIONAL	JERRY GALEMORE	N/A	N/A
SPECIAL EDUCATION	JESSE-RAY SCARBOROUGH	4	BACHELORS

Middle School

DEAN OF STUDENTS	GREGORY RAZOOK	8	MASTERS
DEAN OF INSTRUCTION	EMILEE CRIM	11	MASTERS
TEACHER - 5TH GRADE ELA/SS	CHELSEA PATE	0	BACHELORS
TEACHER - 5TH GRADE MATH/SCIENCE	CHRISTINE COBB	25	DOCTORATE
TEACHER - 6TH GRADE ELA/SS	SAMANTHA MCCOURRY-KURZ	10	BACHELORS
TEACHER - 6TH GRADE MATH/SCIENCE	BRANDY EDELEN	12	BACHELORS
TEACHER - 7TH/8TH MATH	MARK DELANO	4	BACHELORS
TEACHER - 7TH/8TH SOCIAL STUDIES	MICHELLE YOUNG	26	MASTERS
TEACHER - CHARACTER ED	ANTHONY TRICK	5	MASTERS
TEACHER - FINE ARTS DRAMA/DEBATE	DIANE PERKINS	18	MASTERS
TEACHER - SPECIAL EDUCATION	CHELSEY GONZALEZ	6	MASTERS

Elementary School

TEACHER - PK	CAITLIN TIMMONS	8	BACHELORS
TEACHER - PK	PAM LEHMAN	30	MASTERS
TEACHER - K	ISABEL BRUSKI	0	BACHELORS

TEACHER - K	KIM HUGHES	17	BACHELORS
TEACHER - 1	JENNA SHEMAK	0	BACHELORS
TEACHER - 2	SARA BALL	2	BACHELORS
TEACHER - 3	LAURA PARSONS	15	BACHELORS
PK TEACHER ASSISTANT	NOAH MILLER	N/A	N/A
PK TEACHER ASSISTANT	AMANDA SUPPES	N/A	N/A
K TEACHER ASSISTANT	KATY WERLINGER	N/A	N/A

Average Years of Experience: 10.4 for new compared to 9.9 for all HCP Staff.

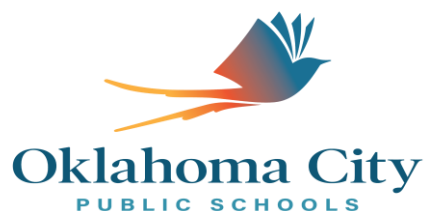
Upcoming Events

1. July 15th – Return of all 201-day employees (principals, deans, office personnel).
2. August 4th – HCP New Staff Professional Development / 5th & 9th Grade Orientation
3. August 5th – HCP District Convocation (return of all staff)
4. August 6th – 8th – HCP School Site Professional Development
5. August 11th – HS & MS Schedule Pick-Up Day / ES Open House
6. August 12th – Governance Board Meeting
7. August 13th – First Day of School

Coversheet

Discussion and action on submitting charter renewal application to Oklahoma City Public Schools.

Section: VIII. Action Items
Item: A. Discussion and action on submitting charter renewal application to Oklahoma City Public Schools.
Purpose: Vote
Submitted by:
Related Material: Charter School Renewal Application.pdf



OKCPS Charter School Renewal Application

Harding Charter Preparatory School District

Name of School

Ryan Coleman

Name of the Board Chair/President

Steven Stefanick / Superintendent

Name and Title of Contact Person

Rachel Dowell / Chief Academic Officer

Name of Alternate Contact Person

12600 N. Kelley Avenue, OKC, OK 73131

Mailing Address of Contact Person

12600 N. Kelley Avenue, OKC, OK 73131

Mailing address of Alternate Contact Person

sstefanick@hardingcharterprep.org

Email of Contact Person

rdowell@hardingcharterprep.org

Email of Alternate Contact Person

405-767-3003 x 801

Telephone Number of Contact Person

405-767-3003 x 802

Telephone Number of Alternate Contact

August 1999

School's Initial Opening Date

PK – 3, 5 – 12

Current Grades Enrolled

PK – 12

Grade levels to be served at full enrollment

1,500

Maximum projected enrollment (at full cap.)

Signature of School Director/Leader

Date

Signature of the Board Chair/President

Date

Oklahoma City Public Schools

615 N. Classen Blvd., Oklahoma City, OK 73106

Phone: 405-587-0000 | web: www.okcps.org



I. Executive Summary

Harding Charter Preparatory School District (HCP) is a high-performing public charter district located in the heart of Oklahoma City, committed to one powerful belief: **every student deserves access to a rigorous, college-preparatory education regardless of background or zip code**. Serving students from pre-kindergarten through twelfth grade, the charter district offers a unified educational experience that begins in early childhood and culminates in graduation with the academic skills, confidence, and resilience needed for post-secondary success.

The mission of Harding Charter Preparatory School District is to prepare all graduates for success at any post-secondary educational institution by providing a challenging, student-centered, and inclusive learning environment. This mission is realized through an educational program that emphasizes academic excellence, college readiness, and character development. The charter district's vision — to ensure that every graduate not only enters college, military service, or a career pathway but is prepared to thrive — drives all instructional and organizational decisions. Students are expected to embody the charter district's graduate profile: hardworking, determined, inclusive, and confident learners prepared to meet the demands of an ever-changing world.

At the core of HCP's academic approach is a **vertically aligned, standards-based instructional model** that fosters deep learning from the earliest grades through high school. Beginning in pre-kindergarten, students engage with a comprehensive curriculum that integrates literacy, mathematics, science, and the arts with leadership development and social-emotional learning. This foundation prepares students for the charter district's nationally recognized college-preparatory high school, where all students enroll in Advanced Placement (AP) coursework. At the high school level, 100% of students take AP classes, and over 59% earn college credit by graduation. The result is a robust academic pipeline that supports a nearly 100% graduation rate and substantial scholarship attainment—over \$4 million awarded to the Class of 2025 alone.

Student support is a hallmark of the HCP experience. The district employs a variety of wraparound services, including academic intervention, AVID strategies, and tutoring. Teachers and leaders are trained to meet the needs of a diverse student body, ensuring personalized learning and equitable access to opportunity. With over 60% of students qualifying for free or reduced lunch and 80% identifying as students of color, HCP's model prioritizes inclusion, advocacy, and culturally responsive practices. This equity-focused approach has earned the charter district state and national recognition, including designation as a National Blue Ribbon School, repeated "A" ratings from the Oklahoma State Department of Education, and national rankings from *The Washington Post* and *U.S. News & World Report* as one of the top high schools in the nation.

Oklahoma City Public Schools

615 N. Classen Blvd., Oklahoma City, OK 73106

Phone: 405-587-1000 | web: www.okcps.org



HCP’s success is strengthened by meaningful partnerships with families and the broader Oklahoma City community. Parent engagement is a cornerstone of the charter district’s culture, with active parent organizations, volunteer initiatives, and participation in school governance. Community service is not only encouraged but required for graduation, instilling a sense of civic responsibility and empathy in all students. In addition, local organizations, donors, and business partners play a key role in supporting school projects, fundraising efforts, and enrichment activities. The charter district’s commitment to community connection ensures that students are not only academically prepared but socially and ethically grounded.

Leadership and governance in the charter district reflect a shared commitment to mission and accountability. The charter district is overseen by a local governance board made up of parents and community leaders who provide fiscal oversight, policy direction, and strategic guidance. The superintendent, Mr. Steven Stefanick, leads charter district operations and implementation of the strategic plan, working closely with school principals and central office staff. Each school within the charter district is led by a certified building leader who brings instructional expertise and a strong understanding of student needs.

Harding Charter Preparatory School District stands as a beacon of what is possible in public education: a place where high expectations, strong relationships, and mission-driven leadership converge to transform student lives. As the charter district continues to grow and innovate, it remains anchored in the belief that all students — regardless of background — can achieve excellence at any post-secondary level.

Table A: Current Year Enrollment (2024-2025) & Demographic Information	
Total Enrollment	
# of Students Enrolled	1,055
# of Students on Waiting List	253
Gender	
# Male	613
# Female	442
Ethnicity/Race	



# White	234
# Black	348
# Hispanic	321
# Asian	49
# Other	103
Special Populations	
# Students with Disabilities	124
# English Language Learners	116
# Homeless Students	8
# Eligible for Free and Reduced Lunch	678

II. LOOKING BACK: THE RECORD OF PERFORMANCE

A. Academic Performance

Elementary School NWEA Performance

In grades K–2, HCPES students are exceeding expectations. For example, 88% of 1st graders scored above the national average in math, and 83% did so in reading. HCPES’s structured approach to foundational literacy, small-group instruction, and tiered supports is yielding immediate results that position students for long-term academic success.

Middle School NWEA Performance

HCP and recognizes that middle-grade math is an area for growth. HCPMS is actively addressing math challenges through increased instructional time and intervention blocks. In contrast, HCPMS’s language and reading programs are showing exceptional gains. For example, over 70% of HCPMS 7th and 8th graders

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achieved above-average growth in language, reflecting instructional alignment and focused improvement strategies.

High School NWEA Performance

HCPHS students are consistently outperforming national and local norms. In 11th grade, 79% of students exceeded the national average in math and 71% in reading. Nearly half of students in grades 10 and 11 achieved above-average growth in both math and language.

NWEA Conditional Growth

One of the most compelling indicators of HCP's success is in **conditional growth**—which measures how much students grow academically when they remain continuously enrolled. From Spring 2024 to Spring 2025, 48% of 11th graders at HCP achieved high growth in math, and nearly 40% in language. Middle school students, particularly in 7th and 8th grade, also posted some of the strongest conditional growth outcomes in the HCP's history. These results validate the impact of long-term enrollment in a high-quality academic environment and reinforce the effectiveness of HCP's instructional systems.

Elementary School State Report Card

Due to the lack of a testing grade, the elementary school has yet to receive a state report card.

Middle School State Report Card

Based on the 2023–2024 Oklahoma State Report Cards, Harding Charter Preparatory Middle School (HCPMS) demonstrates modest academic achievement in comparison to other middle schools within Oklahoma City Public Schools (OKCPS). HCPMS reports 7% proficiency in math and 13% in reading/ELA, placing it above several peer middle schools but still significantly behind the district's highest-performing campuses.

Within OKCPS, Classen School of Advanced Studies (SAS) and Belle Isle Middle School stand out as top-performing schools. Classen SAS reported 38% of students proficient in math and 48% in reading, while Belle Isle posted 20% in math and 45% in reading—substantially exceeding both district and state averages.

In contrast, HCPMS's proficiency rates fall well below these leading schools, though it consistently outperforms several neighborhood middle schools. Schools such as Taft, Wheeler, Roosevelt, Mary Golda Ross, Capitol Hill, Jefferson, and Moon Middle School generally report less than 10% proficiency in both

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subjects. For example, Taft posted 8.9% in math and 7.2% in reading, while Moon Middle School reported 6.2% in math and 16.3% in reading.

While there is a significant achievement gap between HCPMS and elite campuses like Classen SAS and Belle Isle, HCPMS performs better than the majority of OKCPS neighborhood middle schools. This positions HCPMS as a mid-tier performer—outpacing many of its peers in proficiency while still striving toward the academic excellence demonstrated by the district’s highest-achieving schools.

High School State Report Card

Based on the 2023–2024 Oklahoma State Report Cards, Harding Charter Preparatory High School (HCPHS) demonstrates strong academic achievement in comparison to other high schools within Oklahoma City Public Schools (OKCPS). With 27% of students proficient in math and 57% proficient in reading/ELA, HCPHS performs well above the district average and ranks among the top-performing high schools in Oklahoma.

The only OKCPS high school that consistently outperforms HCPHS is Classen School of Advanced Studies (SAS), a selective magnet school. Classen SAS reports 31–32% math proficiency and 62–64% reading proficiency, placing it among the top schools in the state. However, HCPHS closely trails these results while maintaining open access for students, further underscoring the school’s impact and academic value.

In contrast, most neighborhood OKCPS high schools fall far below state averages. For example, Capitol Hill, Douglass, John Marshall, Northwest Classen, Star Spencer, and U.S. Grant High School report math proficiency between 3–5% and reading proficiency ranging from 7–15%. Even Southeast High School, one of the stronger schools, reports 20–24% in math and 35–39% in reading—figures that still trail HCPHS by a significant margin, particularly in reading.

Graduation Outcomes

Harding Charter Preparatory School District continues to uphold its mission as a rigorous college-preparatory institution by producing consistently strong graduation outcomes that far exceed local and state norms. With a graduation rate that regularly approaches or reaches 100%, HCP ensures that nearly every student who enters its program completes high school fully prepared for postsecondary success.

The most recent graduating class exemplifies this commitment to academic excellence and college readiness:

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- 100% of graduates were accepted into college, continuing a multi-year tradition of universal college placement.
- The Class of 2025 collectively earned over \$4 million in scholarships, reflecting the academic strength, leadership, and service records of HCP students as recognized by colleges and universities nationwide.

These outcomes are not the result of chance, but of a deeply embedded culture of high expectations, personalized support, and a college-going mindset that begins in the earliest years. From structured college advisement to rigorous AP coursework and mentorship, students are empowered to pursue competitive postsecondary opportunities with confidence and preparation.

Conclusion

The academic performance data across Harding Charter Preparatory Schools reveals a clear and consistent trend: students are achieving at levels that exceed local district norms and, in many cases, national expectations. From the strong foundational success seen in the elementary grades—where a majority of students are outperforming national averages—to the steady gains in middle school reading and the high academic proficiency at the high school level, HCP is demonstrating the effectiveness of its instructional approach.

Notably, the charter district's commitment to long-term student growth is validated through exceptional conditional growth outcomes, particularly among students who remain enrolled over multiple years. While middle school math remains an area of targeted improvement, HCP's structured interventions, data-driven instruction, and emphasis on academic alignment are already producing measurable progress.

In both achievement and growth, HCP schools are not only outperforming many of their OKCPS counterparts but are also affirming their mission to deliver a rigorous, college-preparatory education. These outcomes underscore the strength of HCP's academic systems and the transformative impact of sustained, high-quality education across a K–12 continuum.

B. Financial Performance

The independent audit conducted by Bledsoe, Hewett & Gullekson affirms that HCP is meeting all key financial obligations, including payroll, taxes, employee benefits, and debt service responsibilities. The audit provides the following findings:

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Payroll and Employee Benefits

- The charter district is fully compliant with payroll obligations. There were no findings of delayed or unpaid wages.
- The charter district contributed \$726,101 to the Oklahoma Teachers' Retirement System in FY24. This amount, along with the state's contributions, ensures employee retirement benefits are current.
- The audit confirms compliance with contribution requirements for employees funded by both general and federal sources, indicating that benefits are being properly allocated and funded.

Taxes and Withholdings

- The audit reports no instances of noncompliance related to federal, state, or local tax obligations.
- There is no indication of unpaid or delinquent tax liabilities, suggesting that all tax withholdings and filings are being handled in accordance with legal requirements.

Debt Service

- The charter district maintained no long-term debt as of June 30, 2024. Consequently, there were no scheduled debt service payments required or missed during the fiscal year.
- The absence of outstanding bonds, lease-purchases, or other long-term liabilities contributes to the school's strong fiscal position.

Employee and Operational Liabilities

- Outstanding liabilities such as encumbrances and issued but uncashed warrants (checks) are properly recorded:
 - Warrants/Checks Payable: \$491,689
 - Encumbrances: \$161,107
 - Total liabilities: \$889,860
- These liabilities are fully backed by available cash and investments totaling \$1,911,838, leaving the district with a positive fund balance and more than sufficient liquidity to meet obligations.

Audit Results and Internal Controls

- No material weaknesses or significant internal control deficiencies were identified.
- No questioned costs or audit findings were reported under the Uniform Guidance for federal programs.
- The charter district received an unmodified opinion on compliance for major federal programs and was found to be in full compliance with grant terms and reporting.

Fund Balance and Fiscal Health

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- The charter district ended the fiscal year with \$1,021,978 in total cash fund balances, of which:
 - \$457,675 was unassigned in the General Fund,
 - \$449,603 was held in the Building Fund,
 - \$114,700 was restricted in trust and endowment accounts.
- These figures reflect a healthy operating reserve and the ability to manage future expenses and contingencies.

Conclusion

The audit confirms that HCP is financially stable and current on all liabilities. With strong internal controls, no long-term debt, and sufficient cash reserves, the school is well-positioned to meet its financial commitments and maintain operational continuity.

C. Organizational Performance

HCP demonstrates full compliance with key governance and operational standards related to admissions, transparency, and board effectiveness. The charter district's admission and dismissal policies are implemented with fidelity to both state and federal laws, ensuring a non-discriminatory and equitable enrollment process. When applications exceeded capacity, a public lottery is conducted in accordance with policy, and student dismissals are managed with clear due process protection.

The charter district also maintains strict adherence to the Oklahoma Open Meetings Act, ensuring transparency and public access to governance. All board agendas are posted in advance through the dedicated BoardOnTrack website, minutes are accurately recorded, and meetings are conducted in open forums without incident or violation.

Additionally, all board members completed the state-required training hours through the Oklahoma Statewide Charter School Conference, demonstrating a commitment to effective oversight and charter school governance. Training topics included legal compliance, financial accountability, and governance best practices—further strengthening the board's capacity to lead with integrity and purpose. In addition, the governance board conducts four working sessions yearly to have strategic topics for HCP.

III. LOOKING FORWARD: PLANS FOR THE NEXT CHARTER TERM

A. Educational Program

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No anticipated changes to the HCP educational program and/or vision of the program.

B. Financial Plans

The Harding Charter Preparatory School District's financial strategy over the next five years (FY25–FY29) reflects its commitment to sustainable growth, rigorous academic programming, and operational excellence. The budget has been constructed to support anticipated enrollment growth, strategic personnel investments, and the ongoing need to provide a high-quality college preparatory education to a diverse student body in Oklahoma City.

Enrollment and Staffing Growth

The charter district projects a steady increase in total enrollment, from 1,055 students in FY25 to 1,500 students by FY29. In tandem with this growth, the number of full-time equivalent (FTE) staff members will also rise from 104.5 in FY25 to approximately 133.0 in FY29. This calculated staffing expansion ensures that class sizes remain manageable and that students continue receiving individualized academic and socio-emotional support.

HCP does have full intention to continue opening more seats to desired students in North and Northeast Oklahoma City, with a 10-year growth model of four elementary schools, two middle schools, and one high school to serve approximately 3,200 students.

Revenue Outlook

Total recurring public revenue is forecasted to grow from approximately **\$9.57 million in FY25 to \$12.38 million in FY29**. This increase is primarily driven by projected growth in state aid and weighted funding as enrollment rises. The charter district continues to prioritize financial strategies that are enrollment-sensitive and responsive to state funding formula trends, while also pursuing grant opportunities and private partnerships to diversify revenue sources.

Expenditure Priorities

Over the next five years, total expenditures will grow from **\$9.63 million in FY25 to \$12.16 million in FY29**. Key expenditure categories include:

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- **Salaries and Benefits:** The charter district is committed to competitive compensation packages to attract and retain high-quality educators. Personnel expenses will be scaled in proportion to enrollment growth and increased academic programming.
- **Instructional Investment:** Continued support of Advanced Placement courses, curriculum and professional development, and intervention services ensures alignment with the charter district's college-prep mission.
- **Facilities and Operations:** With growth across multiple campuses, facilities-related expenditures—particularly utilities, maintenance, and custodial staffing—will rise modestly to meet demand.

Net Operating Position and Sustainability

While early years (FY25–FY26) show a small negative operating margin, the district's financial model shows **a balanced or positive net position by FY27** and sustained surpluses through FY29. For example, by FY29, the charter district is projected to have a net surplus of over **\$220,000**, indicating improved fiscal health. These outcomes stem from increased per-pupil revenues, cost-effective growth strategies, and careful management of operational expenses.

Strategic Implications

The next five years represent a period of strategic growth and investment for the charter district. The financial plan supports:

- Expansion of student access through new grade levels and campuses
- Retention and professional development of staff
- Ongoing investment in student outcomes aligned with the charter district's mission: *"to prepare all students for success at any post-secondary educational institution."*

C. Organizational Plans

1. **Describe any anticipated changes to the governance of the school, including but not limited to board composition, committee structure, and/or amendments to by-laws.**

No anticipated changes to the HCP governance of the school.

2. **Describe any anticipated changes to the school leadership or staffing model and any proposed changes to the management of the school, including any changes to the school's relationship with a third-party education service provider, if one exists.**

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The Harding Charter Preparatory School District (HCP) utilizes a streamlined, scalable staffing model to support academic rigor and operational efficiency across its K–12 campuses. At the charter district level, the Superintendent oversees all operations and reports to the Governance Board, supported by a Chief Academic Officer (CAO), Chief Operations Officer (COO), and Director of Special Education. Additional district support includes a Business Manager, Legal Counsel, and an ELL Coordinator.

Each campus—elementary, middle, and high school—is led by a Principal, supported by Deans, Assistant Principals (where applicable), and Office Staff. The district has adopted a new Dean Model, designed to provide more targeted support for instructional quality, student success, and program development. This structure not only enhances school-level leadership capacity but also creates new leadership opportunities for emerging educators.

The High School employs a comprehensive dean model, while Middle and Elementary Schools use scaled versions, with additional roles phased in by 2028.

Centralized contracted services, such as Child Nutrition, operate under the COO to ensure consistency and cost-efficiency across schools.

This model reflects HCP’s commitment to student-centered leadership and intentional staff development, ensuring the charter district is well-positioned for growth and continued academic excellence.

3. Describe the current status of the school facility and discuss any anticipated changes in facilities needs or location. Ensure that the budget narrative in section B explains how the school’s facilities plans are reflected in the budget.

The high school and middle school are located in a lease agreement with Oklahoma City Public Schools until 2033. The elementary school is located in a lease to own agreement with KLS Leasing II at 12600 N. Kelley Avenue, Oklahoma City, Oklahoma, 73131.

Harding Charter Preparatory School District (HCPSD) has developed a strategic enrollment growth model aimed at expanding access to high-quality education in Oklahoma City while ensuring long-term financial sustainability. The charter district’s vision includes a seamless K–12 feeder system with four elementary schools, two middle schools, and one high school.

Elementary Schools will expand from 270 to 360 students each by implementing a teacher assistant model in grades PK–3, reducing student-to-staff ratios and enhancing classroom support. In alignment with this

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model, a second elementary school is planned to open in FY28, providing an additional 360 high-quality seats and strengthening the charter district's feeder pattern.

Submit the following documents:

- Current charter contract;
- The school's current strategic plan;
- A signed copy of the OKCPS Charter School Assurances (Attached)
- Annual Performance Frameworks and Performance Report for the school's current charter contract term;
- Organizational chart;
- Percentage of returning students in the current school year;
- State School Report Cards for the past two (2) years;
- Annual financial audits and related documents for the past two (2) years;
- Current school budget including a year-to-date comparison of budgeted versus actual revenues and expenditures;
- Loan and long-term debt documents;
- Quarterly financial statements for the past four (4) quarters;
- Current statement of financial position (balance sheet) with assets, liabilities, and fund balances;
- Current Oklahoma State Department of Education accreditation status including all applicable documents;
- Shared services agreements if applicable

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Coversheet

Discussion and action on partnering with the University of Oklahoma Health Science Center to provide student vision screenings.

Section: VIII. Action Items
Item: B. Discussion and action on partnering with the University of Oklahoma Health Science Center to provide student vision screenings.
Purpose: Vote
Submitted by:
Related Material: LANE_HARDING_127450_to_Sponsor.pdf

SERVICE AGREEMENT

This Service Agreement is entered into on this _____ day of _____, 2025 by and between the Board of Regents of the University of Oklahoma, Health Sciences Center, a constitutionally created entity of the State of Oklahoma, with a principal address of 865 Research Parkway, URP 865-450, Oklahoma City, Oklahoma 73104 on behalf of College of Allied Health and Beth Lane (“University”), and Harding Charter Preparatory Schools, with principal address of 12600 N. Kelley Avenue, Oklahoma City, Oklahoma 73131 (“Organization”).

Whereas, the Organization desires University to provide certain services, and:

Whereas University is uniquely situated to assist Organization in the provision of some of those services, as described below:

Now, therefore, in consideration of the foregoing and the mutual covenants contained herein, the parties agree as follows:

1. University will provide the following services for the Organization:
 - Coordinate with the district to schedule the screenings and will give a copy of the results to the district after the screenings are completed
 - Schedule the SLP graduate students
 - Supervise the students or arrange for other licensed providers to assist
 - The initial screenings will be completed in one day
 - Reschedule and provide rescreens for those students who refer on initial screening or are new students added throughout the school year

Organization duties will be to:

- Provide a list of student names, birthdates and classroom prior to the screenings to help in preparation for screening day
- Provide a quiet space for the screenings to be conducted

2. The services contemplated by this Agreement is of mutual interest and benefit to University and to Organization, will further the instructional and research objectives of University in a manner consistent with its status as a non-profit, state, educational institution, and may derive benefits for both Organization and University through the advancement of knowledge.

3. The term of this Agreement shall be from September 1, 2025 to May 31, 2028

4. Either party may terminate the Agreement upon thirty (30) days written notice to the other party. Either party may terminate this Agreement immediately upon written notice in the event of material breach of this Agreement.

5. Organization shall indemnify, defend and hold harmless University, its employees, affiliated hospitals, and agents from and against any and all liability, claims, demands, causes of action, judgment, costs, expenses including attorney fees and court costs and all losses and damages for bodily injury, death, and property damage arising from or related to any negligent or intentional acts or omissions of the organization, its employees, agents, and subcontractors arising out of or related to this Agreement.

6. Recipient shall, during such time as hereafter indicated, purchase and maintain the following policies of liability insurance insuring against liability arising from its agreed upon responsibilities per this agreement and for its use, disclosure, and maintenance of the Confidential Information hereunder. The policies providing the foregoing coverage shall be written in standard form by insurance companies with a minimum A.M. Best financial strength rating of A-or better. If Insurance policies are underwritten on an “occurrence” basis, Organization shall maintain the coverage in force from the effective date of this Agreement until the Services Agreement between Organization and University terminates. If policies are underwritten on a “claims made” basis, Organization shall maintain the coverage for a period of three (3) years after the Services Agreement between University and Organization terminates. Any combination of primary and excess or umbrella insurance may be used to satisfy the limits of coverage for Commercial General Liability, Auto Liability, and Employers Liability.

Minimum Insurance Coverages and Requirements:

- a. Professional Liability (Errors & Omissions) insurance with limits of not less than one million dollars (\$1,000,000) per claim/occurrence and three million dollars (\$3,000,000) annual aggregate;
- b. General Liability insurance with limits of not less than one million dollars (\$1,000,000) per claim / occurrence and two million dollars (\$2,000,000) annual aggregate;
- c. Cyber Liability insurance with limits of not less than one million dollars (\$1,000,000) per claim and three million dollars (\$3,000,000) annual aggregate; and
- d. Workers’ Compensation Insurance per statutory requirements and Employers’ Liability Insurance with limits not less than five hundred thousand dollars (\$500,000).

7. If a dispute arises out of or in connection with this Agreement, the Parties agree to meet to pursue resolution through negotiation or other appropriate dispute resolution process before resorting to litigation. All information exchanged during this meeting or any subsequent dispute resolution process shall be regarded as “without prejudice” communications for the purpose of settlement negotiations and shall be treated as confidential by the Parties and their representatives unless otherwise required by law. However, evidence that is independently admissible or discoverable shall not be rendered inadmissible or non-discoverable by virtue of its use during the dispute resolution process.

8. The validity, construction, and enforcement of this Agreement and all disputes that may arise in connection with its performance shall be governed by the laws of the State of Oklahoma without regard to its choice of law provisions. Any legal action relating in any manner to the subject matter of this Agreement shall be filed in a court of competent jurisdiction in the State of Oklahoma, to which jurisdiction and venue the parties expressly agree.

9. By executing this Agreement, the Parties, including permitted subcontracts, certify they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded in the state or Federal department or agency. Should any of the Parties become debarred,

suspended, proposed for debarment, declared ineligible, or voluntarily excluded, the Party shall notify the other Party within ten (10) days.

10. The Organization is an independent Organization and is not an employee, partner, principal, agent, or co-venturer of, or in any other similar relationship with, the University. The way the Organization's services are rendered shall be within the Organization's sole control and discretion. The Organization is not authorized to speak for, represent, or obligate the University in any manner without the prior express written authorization from an executive officer of the University.

11. As applicable, the provisions of Exec. Order No. 13279 and Exec. Order No. 11141 are incorporated into each Order and must be included in any subcontracts awarded involving any Order. The parties represent that they are in compliance with all applicable federal and state laws and regulations and do not consider race, color, sex, sexual preference, religion, national origin, or age (40 or older) in ways that violate the United States' civil rights laws. In addition, the parties agree to comply with the applicable provisions of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 701, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212.

12. Organization is prohibited from using the name, mark or logo of University without prior written consent.

13. Any equipment that belongs to or is purchased by the University that is utilized in carrying out the purposes of this Agreement will remain the property of the University. Upon termination of the Agreement, for any reason, the University may request the return of or retrieve such equipment. Organization assures notification of the University prior to relocation or substantial alteration of such equipment

14. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall be deemed to constitute one and the same instrument. Delivery of an executed Agreement by facsimile or other electronic transmission shall be as effective as delivery of an original executed counterpart of this Agreement.

15. This Agreement constitutes the entire Agreement between the parties regarding the subject matter hereof and supersedes any prior oral or written discussions, agreements, or negotiations. No assignment of this Agreement or any of the rights or obligations set forth herein by either Party shall be valid without the specific written consent of the other Party, which shall not be unreasonably withheld or delayed. This Agreement may only be amended by written agreement signed by both parties. The persons signing this Agreement represent that they have full authority to do so and that their signatures shall bind the parties for which they sign.

SIGNATURE PAGE TO FOLLOW

Agreed and Accepted:

Board of Regents of the
University of Oklahoma,
Health Sciences Center

Harding Charter Preparatory School

Scott B. H. Davis	Date
Director	
Office of Research Administration	
865 Research Parkway, URP 865-450	
Oklahoma City, Oklahoma 73104	
HSCORA@ouhsc.edu	

Steven Stefanick	Date
12600 N. Kelley Avenue	
Oklahoma City, Oklahoma 73131	
sstefanick@hardingcharterprep.org	
405-767-3003 ext. 801	

Coversheet

Discussion and action on revisions to the Employment Practice Policy

Section:	VIII. Action Items
Item:	C. Discussion and action on revisions to the Employment Practice Policy
Purpose:	Vote
Submitted by:	
Related Material:	Employment Practice.pdf

The governance board is committed to establishing an environment that embraces community collaboration within the employment practices of the district for all positions.

VACANCIES

After a position vacancy has been declared, the procedure herein will be followed.

1. The district will use all methods that are practical to advertise the job vacancy.
 - It is required that all positions be advertised for a minimum of 2 weeks unless it is determined by the superintendent or his/her designee that the job vacancy is an immediate need for the current school year.
2. Resumes and applications will be reviewed by the appropriate supervisor to ensure the applicants meet all employment requirements of the position.
3. Interviews will be conducted by the appropriate supervisor and staff at the discretion of the supervisor. If the appropriate supervisor is not the Chief Academic Officer (CAO), the CAO may attend all certified personnel interviews as determined on the established compensation schedule. If the appropriate supervisor is not the Chief Operating Officer (COO), the COO may attend all support personnel interviews as determined on the established compensation schedule.
 - It is recommended that the appropriate supervisor conducts a minimum of 2 rounds of interviews to be consistent in employment practices, however, it is understood that at times immediate positions may need a faster schedule. In this case, it is recommended that appropriate supervisors establish a protocol to provide equal opportunity to all quality applicants.
4. The superintendent must be invited to all final interviews by the appropriate supervisor.
5. The appropriate supervisor will recommend one or more applicants to the superintendent for consideration. The applicant(s) may be invited to attend and observe the school when in session. The purpose of the visit(s) is for the applicant(s) to observe the school, students and faculty during day-to-day operations, and for the faculty to meet the applicant(s). The appropriate supervisor – or his/her designer -- will host the applicant(s) during the visit.
6. The board will vote on a motion to hire the recommendation from the superintendent. The applicant will be notified of the board's decision. ~~If the board votes to hire the applicant, the superintendent, or his/her designee,~~

~~shall offer the applicant the position.~~ If the applicant accepts the position, they will submit to a background check conducted by the district, with the cost of the check borne by the district. If the candidate accepts the position and passes the background check, then a contract of employment will be formed and signed. The candidate will assume the duties as assigned by a date designated by the principal with oversight of the superintendent.

Vacancy, for purposes of this section, does not include a non-renewed contract position for the following school year.

NON-RENEWED CONTRACT POSITIONS

~~Before a position can be declared a vacancy for non-renewed contract positions, the procedure herein will be followed.~~

1. Letters of Intent for the upcoming school year will be distributed at the start of the spring semester and must be submitted by March 1 for all employees.
 - If an employee provides a written formal notice of an intent not to return, the district may post the vacancy immediately upon receiving written notice from the employee.
 - If an employee expresses intent to return but the appropriate supervisor determines a non-renewal is necessary for the upcoming school year, the supervisor must provide a formal written notice of non-renewal before the first Monday in June, as outlined in policy Employment Renewal Practice.
2. Once the non-renewal is received by the district office, the position ~~will be declared vacant and~~ posted following the employment procedures outlined above.

SUBSTITUTE FACULTY EMPLOYMENT

The district will provide a qualified substitute teacher to take the place of classroom teachers who are absent, whenever feasible and available. Whenever a substitute teacher is not available, students will be reassigned to alternative coverage by other faculty or an alternative educational program or enrichment will be provided.

If a parent of a student is qualified to be a substitute and wishes to serve for volunteer hours, that parent may serve as a substitute without compensation. If a qualified parent wishes to substitute with compensation, the district will provide

compensation and no volunteer hours will be awarded. A qualified substitute is one who has an approved yearly background check on file with the site or district.

Coversheet

Discussion and action on revisions to the Employee Renewal Policy.

Section:	VIII. Action Items
Item:	D. Discussion and action on revisions to the Employee Renewal Policy.
Purpose:	Vote
Submitted by:	
Related Material:	Employee Renewal Status.pdf

Whenever any person shall enter into a contract with any school district in Oklahoma to teach in such school district, the contract shall be binding on the teacher and on the district until the teacher legally has been discharged from the teaching position or released by the district from the contract. Except as provided in Section 5-106A of this title, until such teacher has been thus discharged or released, the teacher shall not have authority to enter into a contract with any other board of education in Oklahoma for the same time covered by the original contract. If upon written complaint by the board of education in a district any teacher is reported to have failed to obey the terms of the contract previously made and to have entered into a contract with another board of education without having been released from the former contract except as provided in Section 5-106A of this title, the teacher, upon being found guilty of such charge at a hearing held before the State Board of Education, shall have such teacher's certificate suspended for the remainder of the term for which the contract was made.

A board of education shall have authority to enter into written contracts with teachers for the ensuing fiscal year prior to the beginning of such year. If, prior to the first Monday in June, a board of education has not entered into a written contract with a regularly employed teacher or notified the teacher in writing by registered or certified mail (school email will be considered certified mail) that a recommendation has been made not to reemploy the teacher for the ensuing fiscal year, and if, by fifteen (15) days after the first Monday in June, such teacher has not notified the board of education in writing by registered or certified mail (school email will be considered certified mail) that such teacher does not desire to be reemployed in such school district for the ensuing year, such teacher shall be considered as employed on a continuing contract basis and on the same salary schedule used for other teachers in the school district for the ensuing fiscal year, and such employment and continuing contract shall be binding on the teacher and on the school district.

Coversheet

Discussion and action on revisions to the Employee Complaint Policy.

Section:	VIII. Action Items
Item:	E. Discussion and action on revisions to the Employee Complaint Policy.
Purpose:	Vote
Submitted by:	
Related Material:	Employee Complaint Procedure.pdf

The governance board is committed to providing a process by which employees may have a procedure for addressing complaints concerning their employment issues and/or policy implementation issues, excluding an employee not being rehired for the subsequent school year.

The governance board and superintendent aim to do whatever is practicable to provide the proper environment for the positive resolution of employee concerns. In the event of a dispute involving employment matters and/or the implementation of policies affecting the employee, as stated above, the employee may submit a complaint by following the procedures outlined below. Failure to follow the procedures and timelines below constitutes a waiver of the employee's right to complain. It is recommended that all parties familiarize themselves with these procedures.

1. All complaints must be submitted through the official form provided by the district. An email is not considered the submission of a formal complaint.
2. The complaint process shall begin with the affected employee submitting a written statement to the principal stating the nature of their complaint and their position for resolution of the complaint. All pertinent facts and details shall be provided in this statement – including the identification of any witnesses and/or supporting documents – in order to provide full details of the matter and assist the principal in his/her determination. The employee may provide the principal with witness statements, which must be based on the witnesses' personal knowledge. The complaint shall be signed and dated by the employee. The complaint must be submitted to the principal no later than ten (10) working days of the alleged event. The principal shall provide the employee with a written and dated acknowledgment of receipt of the complaint. This acknowledgement shall include the date and time when the employee is to meet with the principal. The principal shall meet with the employee to discuss the complaint no later than ten (10) working days after the receipt of the complaint.
2. After discussing the complaint with the employee, reviewing the information provided and conducting an investigation, if any, the principal shall make a determination concerning the complaint and shall submit a written decision, which may contain a plan of action required to resolve the complaint, if appropriate, to the employee no later than ten (10) working days after the meeting between the principal and the employee. The employee shall sign a copy of the decision acknowledging the date of their receipt of such.

3. If the employee does not agree with the decision of the principal, the employee may appeal that decision to the superintendent by providing a written notice of appeal to the superintendent no later than ten (10) working days from the date the employee received the principal's decision. The appeal shall contain a copy of the written statements from the original complaint and a copy of the principal's written decision. The superintendent shall sign a copy of the notice of appeal acknowledging the date of their receipt of such.
1. Upon receipt of the appeal notice, the superintendent shall schedule a meeting with the principal and the employee to discuss the issues in the appeal. The superintendent's review shall be limited to the evidence reviewed by the principal, the meeting with the principal and employee and any written statement(s) provided by the principal and/or employee supporting their respective positions.
2. Upon the superintendent's review of the evidence, the meeting with the principal and any written statement(s) provided by the principal and/or employee, if submitted, the superintendent shall make a decision concerning the complaint.
3. The superintendent shall provide their decision, in writing, to the employee and principal no later than ten (10) working days after the employee provides the notice of appeal to the superintendent.
4. The employee shall sign a copy of the superintendent's decision, acknowledging the date of their receipt of such. If the employee refuses to sign the acknowledgement, then such shall be noted and dated on the decision in the presence of the principal. The superintendent shall confirm by email to the employee their refusal to sign the acknowledgement.
5. The superintendent may either uphold or overturn, in whole or in part, the principal's decision. If the superintendent overturns, in whole or in part, the principal's decision, they may, in their discretion, determine that an alternate decision is appropriate, in which case the superintendent's alternate decision shall supersede the decision of the principal. If the superintendent overturns the principal's decision in part but does not enter an alternate decision, then the remaining part(s) of the principal's decision which was/were not overturned shall remain in full force and effect.
6. In a situation involving a complaint regarding a district administrator other than the superintendent, the word "principal" shall be replaced with "district administrator".

7. In a situation involving a complaint regarding the superintendent, the employee may submit a complaint by following the procedures outlined below.

Failure to follow the procedures and timelines below constitutes a waiver of the employee's right to complain. It is recommended that all parties familiarize themselves with these procedures.

1. The complaint process shall begin with the affected employee submitting a written statement to the superintendent stating the nature of their complaint and their position for resolution of the complaint. All pertinent facts and details shall be provided in this statement – including the identification of any witnesses and/or supporting documents – in order to provide full details of the matter and assist the superintendent in his/her determination. The employee may provide the superintendent with witness statements, which must be based on the witnesses' personal knowledge. The complaint shall be signed and dated by the employee. The complaint must be submitted to the superintendent no later than ten (10) working days of the alleged event. The superintendent shall provide the employee with a written and dated acknowledgment of receipt of the complaint. This acknowledgement shall include the date and time when the employee is to meet with the superintendent. The superintendent shall meet with the employee to discuss the complaint no later than ten (10) working days after the receipt of the complaint.
2. After discussing the complaint with the employee, reviewing the information provided and conducting an investigation, if any, the superintendent shall make a determination concerning the complaint and shall submit a written decision, which may contain a plan of action required to resolve the complaint, if appropriate, to the employee no later than ten (10) working days after the meeting between the superintendent and the employee. The employee shall sign a copy of the decision acknowledging the date of their receipt of such.
3. If the employee does not agree with the decision of the superintendent the employee may appeal that decision to the Governance Board by providing a written notice of appeal to the Governance Board President no later than ten (10) working days from the date the employee received the superintendent's decision. The appeal shall contain a copy of the written statements from the original complaint and a copy of the superintendent's written decision. The president shall sign a copy of the notice of appeal acknowledging the date of their receipt of such.

4. The governance board may either uphold or overturn, in whole or in part, the superintendent's decision. If the governance board overturns, in whole or in part, the superintendent's decision, the remaining part(s) of the superintendent's decision which was/were not overturned shall remain in full force and effect.
5. This procedure shall be followed only when the superintendent is the principal or initial administrator rendering the decision from which the complaint derives.

Coversheet

Discussion and action on revisions to the Student and Parent Complaints Policy.

Section:	VIII. Action Items
Item: Complaints Policy.	F. Discussion and action on revisions to the Student and Parent
Purpose:	Vote
Submitted by:	
Related Material:	Student & Parent Complaints.pdf

The governance board believes procedures should be established for student or parent complaints or concerns to be heard in a fair and equitable manner. When registering a complaint or concern, the governance board reminds all concerned that the Codes of Conduct for Parents, Faculty, and Students shall be enforced. This procedure does not include issues involving disciplinary actions. Parties are referred to the Student Handbook on the handling of disciplinary issues.

In the event of a dispute, the student and/or parent may submit a complaint by following the procedures outlined below. Failure to follow the procedures and timelines below constitutes a waiver of the student's and/or parent's right to complain. It is recommended that all parties familiarize themselves with these procedures.

1. All complaints must be submitted through the official form provided by the district. An email does is not considered the submission of a formal complaint.
2. The complaint process shall begin with the affected student and/or parent submitting a written statement to the principal stating the nature of their complaint and their position for resolution of the complaint. All pertinent facts and details shall be provided in this statement – including the identification of any witnesses and/or supporting documents – in order to provide full details of the matter and assist the principal in his/her determination. The student and/or parent may provide the principal with witness statements, which must be based on the witnesses' personal knowledge. The complaint shall be signed and dated by the student and/or parent. The complaint must be submitted to the principal no later than ten (10) working days of the alleged event. The principal shall provide the student and/or parent with a written and dated acknowledgment of receipt of the complaint. This acknowledgement shall include the date and time when the student and/or parent is to meet with the principal. The principal shall meet with the student and/or parent to discuss the complaint no later than ten (10) working days after the receipt of the complaint.
2. After discussing the complaint with the student and/or parent, reviewing the information provided and conducting an investigation, if any, the principal shall make a determination concerning the complaint and shall submit a written decision, which may contain a plan of action required to resolve the complaint, if appropriate, to the student and/or parent no later than ten (10) working days after the meeting between the principal and the student and/or parent.

3. If the student and/or parent does not agree with the decision of the principal, the student and/or parent may appeal that decision to the superintendent by providing a written notice of appeal to the superintendent no later than ten (10) working days from the date the student and/or parent received the principal's decision. The appeal shall contain a copy of the written statements from the original complaint and a copy of the principal's written decision. The superintendent shall sign a copy of the notice of appeal acknowledging the date of their receipt of such.
4. Upon receipt of the appeal notice, the superintendent shall schedule a meeting with the principal and the student and/or parent to discuss the issues in the appeal. The superintendent's review shall be limited to the evidence reviewed by the principal, the meeting with the principal and student and/or parent and any written statement(s) provided by the principal and/or student and/or parent supporting their respective positions.
5. Upon the superintendent's review of the evidence, the meeting with the principal and any written statement(s) provided by the principal and/or student and/or parent, if submitted, the superintendent shall make a decision concerning the complaint.
6. The superintendent shall provide their decision, in writing, to the student and/or parent and principal no later than ten (10) working days after the student and/or parent provides the notice of appeal to the superintendent.
7. The student and/or parent shall acknowledge the receipt of the superintendent's decision, acknowledging the date of their receipt of such. If the student and/or parent refuses to sign the acknowledgement, then such shall be noted. The superintendent shall confirm by email to the student and/or parent their refusal to sign the acknowledgement.
8. The superintendent may either uphold or overturn, in whole or in part, the principal's decision. If the superintendent overturns, in whole or in part, the principal's decision, they may, in their discretion, determine that an alternate decision is appropriate, in which case the superintendent's alternate decision shall supersede the decision of the principal. If the superintendent overturns the principal's decision in part but does not enter an alternate decision, then the remaining part(s) of the principal's decision which was/were not overturned shall remain in full force and effect.

NOTE: The only exception to this process is in the case of a complaint regarding the superintendent. In that situation, the same procedures and timelines must be followed but with the following changes to the text: the word "principal" shall be replaced with "superintendent" and the word "superintendent" shall be replaced with "governance board" or "governance board president" as appropriate.

GOVERNANCE BOARD

If the parent/guardian and superintendent are not able to reach a resolution of the complaint or grievance (in the case of a complaint regarding the superintendent), then in that event the parent/guardian shall have the right to present their complaint or grievance to the governance board for its review and decision. The parent/guardian and superintendent shall reduce their inability to resolve the complaint or grievance to writing which they will sign and date.

In order to effectuate their right to present their complaint or grievance to the governance board, they shall notify the president of the board of their request to do so within ten (10) days of the date of the above signed and dated writing that the complaint or grievance was not resolved. Failure to do so will result in a waiver of their right to present their complaint or grievance to the governance board, in which case the decision of the superintendent shall become final, unless good cause is shown for the failure to comply with the notification requirement.

Upon the board president's receipt of the parent's/guardian's notification, the board will review all of the information or documentation presented by the parent/guardian to the superintendent during their meeting and any information or documentation relied upon by the superintendent in response to the complaint or grievance. The parent/guardian shall be given the opportunity to address the board and have witnesses testify on their behalf as to the issues contained in the complaint or grievance. The superintendent may testify as to the issues contained in the complaint or grievance and have witnesses testify on their behalf. The governance board may question the parent/guardian, witnesses, and /or superintendent to clarify facts and information.

Upon the close of all testimony and evidence, the governance board shall excuse the parent, student, witnesses, and superintendent and proceed to discuss the matter and review the information and testimony in executive session, if such need complies with the Oklahoma Open Meetings Act and, if not, such discussion shall be in open session. The board shall vote on the disposition of the issues in open session. The decision of the board shall be final.

DISPOSITION OF EVIDENCE NOT PRESENTED TO THE SUPERINTENDENT

The governance board will only review the evidence which was presented to the superintendent, and no new evidence shall be considered unless good cause is shown for the failure to include such during the meeting with the superintendent. If

new evidence is accepted for submission by the board, then the other party shall be given a reasonable amount of time to present evidence on their behalf before the board renders its decision.

Coversheet

Discussion and board action on giving the superintendent authority to begin seeking candidates for the position of General Maintenance at Harding Charter Preparatory School District.

Section:	VIII. Action Items
Item:	G. Discussion and board action on giving the superintendent authority to begin seeking candidates for the position of General Maintenance at Harding Charter Preparatory School District.
Purpose:	Vote
Submitted by:	
Related Material:	General Maintenance Technician.pdf

Dear Members of the Board,

I respectfully submit this recommendation for the Board's approval to fund and hire a full-time **General Maintenance Technician** for Harding Charter Preparatory School District. As superintendent, I currently serve as the sole individual within the organization with working knowledge of our maintenance systems, vendors, and facility needs. This is not a sustainable or scalable solution for a public school system with aging infrastructure and expanding responsibilities.

1. Lack of Internal Maintenance Capacity

Our district currently does not employ any internal maintenance personnel. Custodial services are provided exclusively through an outside contractor, whose responsibilities are limited to cleaning and basic custodial support. They do not address preventative maintenance, repairs, or emergencies. The absence of a qualified in-house technician means that even routine facility issues—such as HVAC inefficiencies, plumbing leaks, or lighting failures—must be escalated to outside vendors or are deferred altogether. As a result, all maintenance oversight currently falls on the superintendent, diverting time away from instructional leadership, governance, and strategic planning.

2. Increased Risk to Facilities and Assets

Without regular preventative maintenance or rapid response capabilities, the district risks accelerated deterioration of our facilities and equipment. Delays in addressing issues often lead to more expensive repairs or disruptions to daily school operations. A General Maintenance Technician would allow the district to be proactive rather than reactive, implementing a regular maintenance schedule, protecting capital investments, and ensuring a safe, functional environment for students and staff.

3. Operational Efficiency and Responsiveness

This position would allow the district to respond in real time to maintenance needs—something we cannot currently do without incurring contractor fees and waiting for availability. Whether it's unclogging a drain, inspecting a failing unit, or preparing facilities for severe weather, having a trained staff member on-site enhances both safety and efficiency. The position will also be responsible for coordinating and documenting preventative maintenance activities, reducing our long-term repair costs.

4. Leadership Capacity and Strategic Focus

It is not an effective use of leadership capacity for the superintendent to manage daily maintenance needs. The addition of a general maintenance technician will allow me, as superintendent, to return full focus to district priorities such as instructional quality, staff development, community partnerships, and long-term planning. This hire will strengthen our overall operational infrastructure and allow the district to function with greater independence from costly, reactive vendor support.

5. Fiscal Responsibility and Sustainability

Importantly, this new position is financially feasible within our existing budget. Even with the inclusion of this \$35,000 salaried position (242-day contract with full benefits), the district will remain in a **budget surplus** for the 2025–2026 fiscal year. This investment in internal capacity is not only necessary—it is also fiscally responsible and aligned with long-term sustainability.

Recommendation

I recommend the Board approve the creation of a **General Maintenance Technician** position under a **242-day contract**, with an annual salary of **\$35,000** plus full benefits. This role is essential to improving our facility maintenance capacity, protecting district assets, enhancing operational efficiency, and restoring appropriate distribution of leadership responsibilities.

Thank you for your continued partnership and commitment to maintaining a safe, effective, and future-ready learning environment for all students.

Sincerely,

Steven Stefanick, M.Ed.

Job Title: General Maintenance Technician

Reports To: Chief Operations Officer

Location: Harding Charter Preparatory School District

Employment Type: Full-Time, 242-Day Contract

Salary: \$35,000 annually with full benefits

Position Summary:

The General Maintenance Technician is responsible for maintaining the safety, functionality, and cleanliness of all school buildings and grounds. This includes performing general repairs, conducting preventative maintenance, and supporting school operations. The ideal candidate will demonstrate reliability, initiative, and a strong commitment to maintaining a high-quality learning environment for students and staff.

Essential Duties and Responsibilities:

- **Preventative Maintenance**
 - Perform regularly scheduled inspections and maintenance of building systems, equipment, and infrastructure.
 - Maintain logs and records of all preventative maintenance activities, inspections, and service reports.
 - Identify and address potential issues before they result in costly repairs or downtime.
 - Ensure HVAC systems, lighting, plumbing, and electrical systems are functioning efficiently and within code.
- **General Repairs and Facility Support**
 - Troubleshoot and complete minor repairs in areas but not limited to carpentry, plumbing, painting, electrical, and basic HVAC.
 - Replace air filters, ceiling tiles, light bulbs, and fixtures as needed.
 - Address work orders promptly, professionally, and with minimal disruption to school operations.
- **Grounds and Exterior Maintenance**
 - Maintain the cleanliness and safety of exterior areas, including sidewalks, parking lots, playgrounds, and landscaping.
 - Remove snow and ice as needed during inclement weather conditions.
- **Safety and Compliance**
 - Adhere to all district safety standards, policies, and procedures.
 - Assist with inspections related to fire safety, security systems, and building codes.
 - Report any safety hazards or needed repairs to the Chief Operations Officer immediately.
- **Inventory and Equipment Management**
 - Monitor and maintain inventory of tools, parts, and supplies.
 - Operate and maintain tools and equipment in good working condition.
- **Other Duties**
 - Collaborate with external vendors and contractors as needed.
 - Perform other duties as assigned to support the efficient operation of the school.

Qualifications:

- High school diploma or GED required.
- Minimum of 2 years of experience in building maintenance or facilities work preferred.
- Knowledge of basic mechanical, electrical, plumbing, and HVAC systems.
- Experience with or understanding of preventative maintenance schedules and practices.
- Ability to work independently and as part of a team.
- Physically able to lift up to 50 pounds, climb ladders, and perform manual labor for extended periods.
- Valid driver's license and reliable transportation.
- Must pass a background check and meet all district and state employment requirements.

Compensation and Benefits:

- **Annual Salary:** \$35,000
- **Contract Length:** 242 days
- **Benefits Package Includes:**
 - Health, dental, vision, and life insurance
 - Retirement contributions through the Oklahoma Teachers' Retirement System
 - Paid sick and personal leave, along with school breaks.