

APPENDIX B

Student Application

Willard C. Pitts Academy
Admission Application

Which grade are you applying for: (Please Check)

- ☐ 5th
☐ 6th
☐ 7th
☐ 8th

Previous School or District: _____

Student Information:

Name: _____
(First) (Middle) (Last)

Student's Home Address: _____

City: _____ State: _____ Zip: _____

Student's Email Address: _____

Parent/Guardian Information:

Primary Parent or Guardian

Name: _____
(First) (Middle) (Last)

Home Address: _____

City: _____ State: _____ Zip: _____

Parent/Guardian Email Address: _____

Secondary Parent or Guardian

Name: _____
(First) (Middle) (Last)

Home Address: _____

City: _____ State: _____ Zip: _____

Parent/Guardian Email Address: _____

Parent/Guardian Signature: _____

APPENDIX C

Founding Board Resumes

LaTasha S. Timberlake

**709 N.E. 20th Oklahoma City, Oklahoma 73105 1-(405) 673-9736
misstimberlake02@gmail.com**

PROFILE

Provide leadership and guidance for organizational management, academic support, behavioral intervention, curriculum implementation and services to students, teachers, and administrators. Oversee strategic planning and management of educational and community programming, policies and procedures.

EXPERIENCE

**SCHOOL CLIMATE SPECIALIST
OKCPS OKC, OK 2020- CURRENT**

- Advocate for Positive Behavior Interventions and Supports and Social-Emotional Learning and Development throughout the district.
- Establish school-wide and classroom systems for positive behavior, such as supervision, acknowledgment, prompts and pre-correction, unwanted behavior, including error correction and other strategies.
- Establish systems for school-wide and classroom data collection.
- Identify and monitor and assist with the implementation of effective behavioral and instructional strategies and initiatives that align with Positive Behavior Interventions and Supports that are culturally responsive and trauma informed.
- Form relationships and build trust with school-wide and district stakeholders to develop, implement, and build capacity for Positive Behavior Interventions and Supports including but not limited to: School Behavior Department, School Climate Department, School Improvement Department, Special Education Department, Equity Department, District Leadership, Counseling Department, Data and Accountability and other related departments.
- Conduct staff capacity assessments.
- Provide professional development and coaching in all areas of need, including but not limited to: District Systems Fidelity Inventory, Tiered Fidelity Inventory, data collection, implementation tracking, sustainability, and deliver additional Positive Behavior Interventions and Supports

training(s) for teams that demonstrate readiness: Tier I, Tier II, Tier III, Positive Behavior Interventions and Supports in the Classroom, and evidence-Based tiered intervention.

- Support district and buildings with integration and alignment MTSS, family engagement and attendance strategies and student outcome data (attendance, academics and behavior).
- Communicate state and federal updates, opportunities, and Positive Behavior Interventions and Supports resources to the district.
- Facilitation of district wide Positive Behavior Interventions and Supports for district leadership, school administration, supporting departments, and all site-based staff.
- Participate in Positive Behavior Interventions and Supports special education and systems professional learning to deepen content knowledge as it relates to the needs of the targeted district.
- Weekly collaboration with the School Climate Team to support and assist in the expansion of Positive Behavior Interventions and Supports throughout the district.

DIRECTOR OF EDUCATION OUTREACH

Ralph Ellison Foundation OKC, OK 2018-Current

- Develop and nurture meaningful relationships with educational stakeholders to assess community needs and interests; connect schools, organizational and other local partners to new resources, and ensure that educational programming is tailored to the needs and interests of the constituencies it will serve.
- Maintain and build new partnerships with school administrators, community partners, and educational networks ensuring a mutually beneficial partnership that prioritizes the needs of children and families and regularly assesses growth opportunities and grant compliance.
- Supervise a part-time staff, which includes providing overall direction, holding regular check-ins and reflection sessions, and overseeing work plans. Lead the team towards alignment of issue area programs, providing supports and structures that cultivate collaboration and provide clarity towards the organization's mission.
- Design and lead the overall evaluation plans (models, theories, goals, outcomes, etc.) for Education programs, working collaboratively with the Executive Director.
- Develop and build well-structured partnerships in order to maximize resources for the community and identify partnerships and priorities for educational programming.

- Represent Ralph Ellison Foundation at various tables city-wide, state-wide and county-wide, as well as locally.
- Build positive relationships with community residents and colleagues in order to successfully inform program planning, so that ideas for implementation directly address the needs and interest of the surrounding community.
- Develop, manage, and provide strategic direction for the education program budgets, with the support of the Executive Director.
- Collaborate with the development team, which includes supporting the grant writing process, and submit timely and accurate reports, in order to ensure continuity of programs in addition to strategic expansion.
- Serve as a resource to executive director, advisory board, partners, project directors, coordinators, and facilitators.

Director of studies, english first, bandung, Indonesia — 2017-2018

- Require full understanding of communicative needs of staff, EF corporate and customer requirements.
- Responsible for scheduling and teacher utility. Collaborate with partner groups. Develop, conduct, implement, monitor, and evaluate Corporate Learning Training (CLT) programs.
- Develop, conduct, implement, and evaluate continuous professional development for teachers and senior managers. Work with all staff to maintain academic quality.
- Develop, maintain, and enhance administrative systems. Assist EF Product Development in the testing and implementation of new EF products.
- Serve as a teaching model. Maintain awareness of new theories, approaches, and methodologies.

TLE COORDINATOR

OKC public Schools, OKC, Oklahoma — 2011-2017

- Facilitate achievement of the district's mission and goals for teacher and leader professional learning and student achievement.
- Establish strategic vision for the district academic model that incorporates evidence-based best practices, data-informed priorities, college- and career-ready expectations and ensures alignment of curriculum, instruction and assessment through teacher and leader teaching and managing strategies.

- Provide vision and direction for the ongoing planning, development, implementation and evaluation of the district's curriculum, instructional, managerial, and evaluation services.
- Develop aligned, high-quality professional learning experiences for instructional staff that support student achievement across grades and content areas.
- Attends district and state level Marzano and TLE training.
- Maintains up to date knowledge of TLE and the state/district implementation process including law, procedures and guidelines.
- Mentors teachers and administrators in the understanding of all of the Marzano Frameworks.
- Provides guidance to teachers regarding the development of individual Growth Plans.
- Promotes the overall effectiveness of the organization by performing tasks and sharing responsibilities with other members of the department division during peak periods or when there is an overload of duties, and fills in when an individual is away from the workstation.
- Collaborate with community-based organizations and strategic partners to align resources and supports with district goals.
- Complete all state and federal reports to meet compliance guidelines for state and federal funding, instructional resources, and programmatic guidelines.

english language teacher

Aeon, IzumO, Japan — 2008-2010

- Responsible for teaching English as a Second Language to Japanese adults using a curriculum based on grammar, vocabulary, sentence structure and conversation.
- Developed and implemented public speaking curriculum and revised medical research papers for ESL medical researchers and business professionals that had correspondence with Johns Hopkins University and Hospital.

Student housing manager

Habitat company, Langston University, — 2004-2007

- Assist in the development of an environment that supports and promotes opportunities for individual growth, respect for persons and property, and a sense of community living and shared responsibility.
- Work consistently towards the fulfillment of goals and objectives as established for the offices of the Vice President for Student Affairs/Dean of Students and Residence Life.

- Encourage and reinforce independent and responsible decision making on the part of all residents. Develop strategies specifically designed to promote responsible behavior and respect for the community. Assist with student accountability for unacceptable or inappropriate behavior. Conduct discipline reviews within the area of responsibility, and refer incidents to the Office of Residence Life as warranted.
- Coordinate and actively promote educational, cultural, wellness and social programs and activities through the Residential Curriculum designed to meet the developmental needs and interests of students. Assist with programs sponsored by the Office of Residence Life for the resident population at large, while assuming primary responsibility for the planning and implementation of developmentally based programming. In this regard, assist and directly supervise Resident Advisors with their specific programming responsibilities.
- Provide assistance and/or referral as needed relative to academic, personal and social concerns of resident students. Serve as a primary resource person for unusual circumstances or crisis intervention (within limits defined in training).
- Present self in an approachable manner to students, faculty and staff. Demonstrate acceptance and openness for the lifestyle and values of others. Respect the need for privacy and confidentiality, while sharing information with administrative staff as appropriate and within guidelines established by the University.
- Provide each staff member with timely feedback and information regarding expectations and performance.
- Supervise fairly: avoid preferential treatment; provide support and assistance as needed.
- Conduct individual “one-on-ones” throughout the academic year. Prepare monthly duty schedules for Assistant Manager, Resident Director, and RA staff within the assigned area to ensure proper weeknight and weekend coverage. Conduct weekly Resident Advisor staff meetings, which should include staff development opportunities as well as items of business and planning. Actively participate in weekly Residence Life staff meetings. Participate fully in all staff development opportunities, including pre-semester training and inservice training sessions. Assist with the planning and implementation of training, as appropriate. Develop guidelines for staff to ensure consistency when responding to unacceptable or inappropriate behavior. Facilitate the implementation of the Residential Curriculum through execution of the lesson plans provided. Evaluate and guide the Resident Advisor staff in their implementation of the curriculum. Coordinate (and participate in) residence safety inspections each semester and supervise RAs when completing individual room safety checks.

- Attend meetings and programs, monitor budgets, promote collaborative programming and appropriate governance issues. Complete a formal midyear, reappointment recommendation as well as a semesterly performance evaluation, in writing, for each Assistant Manager, Residential Director, and RA. Assess and document strengths and areas where improvement is needed. Coordinate and execute emergency procedures. Work cooperatively with University personnel, particularly the Public Safety department, in intervention and appropriate follow up. Be available for additional duty when necessary; i.e., special events, Homecoming, Senior Week. Be responsible for a master key and on-duty phone; monitor proper use of other university property by Assistant Manager, Resident Director, and RAs.
- Submit written reports as required including, but not limited to, the following: monthly summaries, maintenance reports, incident/referral reports, damage reports, room and lounge inspections sheets, housing rosters, occupancy reports and other forms/reports as needed. B. Assist with the development and implementation of strategies designed to minimize vandalism and damage. Monitor upkeep and service of the laundry room and vending equipment. Maintain open communication and work cooperatively with services and staff in the areas of Student Activities, Facilities Management, Public Safety, Housekeeping and Academic Affairs.
- Coordinate opening and closing of assigned residence area(s) during vacation periods and at the start and completion of the academic year. Distribute and/or collect keys at the opening and closing of each academic year. Coordinate the check-in, check-out process for assigned residence area; maintain records, including key inventories (at the opening and closing of the academic year) and room/apartment condition forms throughout the academic year.
- Assist with the Resident Advisor selection process. Participate in both individual and group interviews. I. Assist with the Assistant Manager and Resident Director Manager selection process, as appropriate.
- Conduct judicial hearings involving violations of the Student Conduct Code, Resident Student Housing Agreement, Alcohol Policy, and Community Covenant statements. Coordinate and implement living learning programming initiatives within learning interest communities in conjunction with other Residence Life team members and other departments (as appropriate). Provide service learning opportunities for staff and students, with emphasis on community
- Assume weekly duty rotation as scheduled for supervisors. Be available for special duty when necessary (special events, unforeseen circumstances, etc. Assist the Office of Residence Life with special projects during the academic year. Maintain a high level of visibility within the assigned residence area(s) and

be readily available to both students and staff for consultation and assistance. Maintain a schedule of formal office hours and live on campus. Actively support and encourage observance of ethical standards for conduct (included with job description). Be a positive role model through behavior consistent with the University's standards for conduct.

EDUCATION

Mid America Christian University, Oklahoma City, Ok

M.A. Higher Education Administration 2011

Oklahoma state university, Stillwater, Ok

M.A. Teaching, Learning, & Leadership-Curriculum Instruction 2006

Langston University, Langston, Ok

B.A. English Education 2002

Certification & SKILLS

State of Oklahoma Administrator Certification

State of Oklahoma Teacher Certification

Leadership: Lillian Timber Farms (Founder), Center for Non For Profits, Work Ready Oklahoma, TLE Taskforce, Site-Based Leadership Team, Gateway Fellow

Program Development: I'm Every Woman Mentoring group (OKC C.H.U.M.S.), Ellison's Young Readers Club, NE Renaissance(Consultant), IMCI (Consultant), Matteson, Illinois S.D. 227 (Consultant), Metropolitan Library Grows (Program Partner)

Public Speaking: OKCMOA, English First Corporate, Regional Food Bank, The Great Commitment, EngageOK, OKLAC, Sustainable Alliance, UCO Melton Gallery Panelist, Oklahoma Contemporary Art (Art of Food)

Computer: Microsoft Office, Web-based Programs, iObservation, Infinite Campus, My Learning Plan, Hoonuit, Windows, Social Media Platforms

REFERENCES

Chuck Tompkins, Executive Director of Student Support Services

405-587-0886 cdtompkins@okcps.org

Peggy Raskob, Supervisor (Retired) 405-226-6985 paraskob@gmail.com

Michael Owens, Executive Director 262-308-9233 mkowens9@outlook.com

Carless Cox, Principal (Retired) 405-613-6022 ckkcox@cox.net

Sandino L. Thompson

Contact: 405.923.2410 | sandino.thompson@gmail.com

Summary

Multidiscipline professional experience with a demonstrated record of successfully applying systematic engineering principles informed by historical and contemporary design to develop practical solutions for the built environment that accommodates and empowers those living within it.

Work Experience

2021 – Present

Partner

EightTwenty Oklahoma City, OK

- Advise on business acquisition, structure, talent pipeline and investment opportunities to launch and expand Oklahoma based start up company
- Design strategic plan and roadmap for building a sustainable energy economy in Oklahoma and surrounding states.
- Provide oversight and direction for physical space planning and field operations .

2010 – Present

Vice President

Public Strategies Oklahoma City, OK

- Strategic development, design, and execution of comprehensive and multifaceted revitalization initiatives.
 - Executive oversight of corporate activities related to job training, employment workforce and economic development.
- Identify, develop, and oversee consulting and technical assistance contracting opportunities in the fields of employment workforce development and economic stability strategies for low income families with public and private sector entities at the local, state, federal, and international levels.

2010 – 2021

Executive Director

It's My Community Initiative Oklahoma City, OK

- Executive Director of 501(c)3 Corporation overseeing operations for community based organization focused on social innovation and economic development that strengthens underserved communities and vulnerable families.
- Oversee organizational growth from ~\$40,000 a year charity to over \$4 Million per year statewide evidenced based service provider and collaborator.

2005 – 2010

Project Manager

Sauer, Inc. Jacksonville, FL

- Manage jobsite personnel, subcontractors and construction budget/cost
- Coordinate post award design build, project buyout, and write subcontracts
 - Evaluate design feasibility and engineering fixes
- Create & manage cost loaded project schedule; negotiate change orders, process owner and subcontractor billings,.

2002 – 2005

Estimator/Project Engineer

Manhattan Construction Tulsa, OK

- Coordinate with the project team to resolve construction issues.
 - Coordinate cost and preparation of change orders and owner billing.
- Review and approve submittals & oversee organization of project files
 - Price and Bid new projects.

1999 – Present

President, Founder

Cowboy Creation Arcadia, OK

- Information Technology, Real Estate, and Planning Consulting

2001 - 2002

Construction & Development Assistant

ERC Development Fort Smith, AR

- Coordinate construction utility needs and expedite materials on site
- Complete permits and make inspections on construction sites including Davis Bacon and OSHA requirements
- Submit new project proposals to approving agencies

Education

Oklahoma State University - Stillwater, OK

- B.S. in Construction Management Engineering Technology
- Minor in Political Science - Government Law Emphasis

Skills & Experience

- | | | |
|---|--|--|
| ▪ FAR & Federal Contracting | ▪ WIOA & Workforce Development Policy | ▪ Strategic Planning & Program Design |
| ▪ Contract Negotiation & Administration | ▪ Community Led Engagement | ▪ Randomized Control Trial Evaluation/Implementation |
| ▪ Project Budgeting & Financing | ▪ Critical Path & Cost Loaded Scheduling | ▪ Architectural & Engineering Specification Reading |
| ▪ LEED Design & Construction | ▪ Construction Take Off & Estimating | ▪ Design Build & Multiple Site |

<ul style="list-style-type: none"> ▪ OSHA Disaster Site Certification ▪ Basic CAD & Spatial Design 	<ul style="list-style-type: none"> ▪ OSHA 30-Hour Certification ▪ Basic Computer Programming 	<ul style="list-style-type: none"> Project Planning ▪ ACOE Quality Control Certification ▪ MIS Database Administration & Analysis
<p style="text-align: center;">References</p> <p>Chaya Fletcher, Metro Technology Center chayafletcher@gmail.com (405)-694-1502</p> <p>Olen Cook, The Alliance of Economic Development of OKC olen.cook@theallianceokc.org (405)- 604-6780</p> <p>Cedric Currin-Moore, It's My Community Initiative cedric.currinmoore@itsmycommunity.org (405)-600-5313</p>		

DR. QUINTIN HUGHES SR.

CONTACT

405-598-7743

drq@revivetheculture.fund

OBJECTIVE

To leverage my education, experience, skill, and passion to positively impact the Northeast Oklahoma City Community (NEOKC)

LEADERSHIP EXPERIENCE

Board President, Northeast OKC Renaissance Inc., 2017 - Present Managing

Partner, Kindred Spirits, 2018 - Present

OKC Innovation District Board, 2021- Present

Teach For America OKC Board, 2021- Present

MAPS4 Citizens Advisory Board, Innovation District Subcommittee,
2022-present

President, Northeast Renaissance Stakeholder Committee, 2014-2016

University of Oklahoma College of Engineering Dean's Advisory Board on
Diversity, 2013-2019

Northeast Task Force, 2016 – 2018 City of Oklahoma City Strong

Neighborhoods Initiative Review Panel, 2017

Oklahoma City Black Chamber of Commerce, 2012-2017

Founder, annual oNE OKC Event, 2016

Graduate, Leadership Oklahoma City LOYAL Class X, 2014

EDUCATION

DOCTORATE OF PHILOSOPHY, INDUSTRIAL ENGINEERING UNIVERSITY OF OKLAHOMA | 2011

MASTERS OF SCIENCE, INDUSTRIAL ENGINEERING
UNIVERSITY OF OKLAHOMA | 2009

BACHELORS OF SCIENCE, INDUSTRIAL ENGINEERING
UNIVERSITY OF OKLAHOMA | 2004

RELEVANT EXPERIENCE

FOUNDING PARTNER

REVIVE THE CULTURE | 2021 - PRESENT

Place-based community development firm addressing the challenges of gentrification with unique solutions that leverage, community organizing, strategic partnerships, venture capital and social innovations to catalyze inclusive, place-based, community revitalization

Revive The Culture Fund 1: \$6mm impact investment venture capital fund raised to catalyze community development from within while growing returns for investors

4th Street Corridor Project: community-centered, mixed-income and mixed-use community development project designed to preserve the historic Black culture and reawaken the economic vitality of the Harrison-Walnut corridor

Community Investment Trust: Investment model that allows non accredited local stakeholders to invest in their own communities and build wealth as they flourish.

STRATEGIC ADVISOR FOR COMMUNITY DEVELOPMENT

ECHO INVESTMENT CAPITAL | 2021 - PRESENT

Leads company community engagement activities while establishing efforts to fund community development in underserved communities.

MANAGING PARTNER

KINDRED SPIRITS | 2018 - PRESENT

Leads founding and operational team for an unapologetically Black cultural

gathering place and full service bar with craft cocktails and comfort food offered specifically to tell the story of Black Oklahomans in the heart of Northeast Oklahoma City.

FOUNDER AND BOARD PRESIDENT

NORTHEAST OKC RENAISSANCE INC| 2017 - PRESENT

Leads non-profit organization entrusted to be a catalyst for ethical, place based community development in NEOKC. Organizational priorities include: Community Collab Space: Affordable co-work and meeting space for NE stakeholders, local entrepreneurs, and community organizations oNE OKC: Annual street festival representing the future vision of NE OKC, engage the community, and attract people to NEOKC PlaceKeepers: Real-estate and small business development program and conference designed to empower and equip Black residents State of NEOKC: Annual forum for elected officials to address current conditions of the community and their goals for the future of NE OKC. East End Commercial District: Unifying NE OKC business and landowners within an authentic place-based destination
NEOKC Neighborhood Coalition: 14 NEOKC neighborhood associations joining forces to organize, advocate and build a stronger community

DR.
QUINTIN
HUGHES
SR.

SKILLS

Strategic Thinking & Planning Fundraising
Excellent oral and written
communication
Collaborative Leadership
Coalition Building

Public Speaking & Presentation Program Planning & Evaluation Event

Planning

Google Suite

Microsoft Suite

Microsoft Excel

Web Design

Graphic Design

Video Editing

E-mail & Social Media Marketing

NEOKCEDUCATION EXPERIENCE

COLLEGE COACH

GEAR UP OKC | 2019 - 2021

Practiced student engagement Intervention by working directly and collaboratively with a caseload of 20-30 students and their families, school staff, and community service providers at at F.D. Moon and Classen SAS Middle Schools, Douglass and Classen SAS @Northeast High Schools, Implemented intervention strategies that address school success and school completion for students in need of additional support to attend school regularly and engage in the classroom.

Mentored students and families through home visits and/or conferences to develop success plans for students' high school graduation, post-secondary education, and career pathways. Tracked targeted students' levels of engagement, documents results, and produced monthly reports to assess attendance, behavior, and course performance.

Used data from a systemic monitoring tool to design interventions for each targeted student.

Served as a liaison to facilitate communication and promote problem solving both at the individual student level and between home and school

STEPS PROJECT COORDINATOR

OKCPS | JUL 2018 - 2019

Implemented a state department of education grant designed to increase the number of proficient readers within the Douglass Mid-High School feeder pattern. Roles and responsibilities:

Communicated program purpose, goals, and student placement in intervention courses to students, families, staff, and community stakeholders on an ongoing basis

Connected and collaborated with community partners to innovate, propose, plan, organize, and establish engaging outreach programming designed to develop literacy identity through relevant and authentic experiences

Planned, organized, and executed training and professional development for school staff

Partnered with the school administrators, instructional coaches, and instructional leadership team to monitor and support the implementation of programs growth and improvement.

Developed and management of program budget

SITE FACILITATOR

GEAR UP FOR THE PROMISE | 2012 - 2018

Collaborated with a dynamic team of education professionals to increase academic preparation, graduation rates, post-secondary education and career options for students, parents, staff, and community stakeholders at Douglass Mid-High School, Northeast Academy, Star Spencer High School from middle school through graduation.

Engaged and educated of cohort students, parents, faculty, and community stakeholders of goals, objectives, and progress Recruited, led, and supervised school-based teams as well as parent & community-based teams assembled to develop, execute, and measure interventions designed to support juniors & seniors through specific college & career milestones

Planned, coordinated, and facilitated school leadership teams at multiple sites to develop, fund, implement, manage, and evaluate research-based action plans for school-wide intervention

REFERENCES:

Chaya Fletcher, Metro Technology Center chayafletcher@gmail.com
(405)-694-1502

Olen Cook, The Alliance of Economic Development of OKC
olen.cook@theallianceokc.org (405)- 604-6780

JessicJohnson, Oklahoma City Public Schools, jdjohnson@okcps.org (405)-
587-4400

DeAndre Martin

deandremartin16@gmail.com • (405) 637-8816

LinkedIn: <https://www.linkedin.com/in/deandre-martin-2268ab128/>

PROFESSIONAL SUMMARY

Project Management Professional with experience across the government and private sectors. Possesses a specialized background in **Strategic Planning, Providing Executive Level Presentations, Training and Development, Research and Analysis, Complex Problem Solving, Project Management, and Collaboration**. These specializations were derived from leadership experiences compounded over the years at The University of Oklahoma, Oklahoma House of Representatives, Oklahoma Senate, Oklahoma City Innovation District, and Gardner Tanenbaum Holdings.

SKILLS

- Microsoft Office
 - WordPress
 - SquareSpace
 - Event Planning
 - Management
 - Training and Development
 - Sales
 - Public Speaking
 - Marketing
 - Research
 - Tableau
 - Organization
-

OKC Innovation District December 2022 - Present

Director of Partner Engagement and Special Projects

- Oversight of the \$20 million Innovation Hall construction budget
- Work with Project Coordinator to ensure we have meaningful STEM Education and Workforce Development Programs for the City
- Leading the creation of a Business Improvement District
- Represent the District in local and national speaking engagements

- Ambassador for Oklahoma City with the National League of Cities
- Oversight of the Oklahoma City Minority Founders Accelerator
- Create fundraising strategy, as well as grant writing

Project Manager

May

2021 – December 2022

- Create Innovation Academy, a K-12 STEM Education Pipeline Program for NE Oklahoma City Schools.
- Create a workforce development initiative that will connect NE OKC community members to careers in the district
- Coordinate and administer the Innovation District TIF Education Committee which will put \$18 million dollars in NE OKC schools over the next 25 years
- Project Manager of Innovation Hall
 - Wrote MAPS 4 Innovation Hall Proposal.
 - Project Manager over Construction and Operations of Innovation Hall
- Led fundraising strategy to receive \$1.9 million for the Oklahoma City Minority Founders Accelerator

Monsta Investment Group, Oklahoma City, OK

September 2020 – Present

Chief Executive Officer

- We invest in companies and real estate as well as consult firms on how to execute ethical and culturally significant projects, whether it is building a program or physical structure that is positively impactful on communities.
- Portfolio
 - XXII East Community Development - Project management consultant company with experience developing programs, processes, and training for multiple industries including Construction, Real Estate Development, Property Management, Non-Profit, Renewable Energy, Restaurant, and Hospitality.
 - CH4 (Co-Owner) – Real Estate Development Firm with experience in Commercial and Residential real estate development in Oklahoma City.

PlaceKeepers

September 2020 – Present

Project Manager

- PlaceKeepers is designed to increase community led real estate development and homeownership at levels that offset the displacement caused by gentrification.
- XXII East Community Development worked with NE OKC Renaissance to create a 25-hour real estate development and small business training program for NE OKC residents.
 - Curriculum Development
 - Trainer Recruitment
 - Mentor Recruitment
 - Fundraising

Gardner Tanenbaum Holdings, Oklahoma City, OK

2019 – September 2020

Training and Development Coordinator/Project Manager

June

- Created a new yearlong training and development program called GTHU. GTHU is a comprehensive mix of more than 100 live, webinar, and gamification trainings. The program is presented to over 30 Gardner Tanenbaum Holdings employees and has been used by the Apartments Association of Central Oklahoma, which serves more than 300 members.
- Created a new on-boarding program that improves the selection and retention of new team members. GTH saw an increase in retention of 98% while I was in the role.
- Take over Project Management of 2 struggling multi-family construction projects, one 516 units and the other 300 units, and bring them back on pace for completion.

Executive Assistant

November 2018 – June 2019

- Work with the Vice President of Multi-Family to improve the occupancy and retention of residents at our 4 multi-family properties by assisting with sales and marketing, property management, and coordinating and supervising capital improvements.
- Assist on the development committee of our 5 multi-family projects under construction performing tasks such as creating pricing matrix, conducting market surveys, assisting in marketing and branding, hiring and training new employees, and choosing amenities.

EDUCATION

University of Oklahoma, Norman, OK

August 2014 – May 2017

Bachelor of Arts in Human Relations - Minored in Economics

CERTIFICATIONS

National Apartments Association

January 2020

National Apartments Leasing Professional

LEADERSHIP & ACTIVITIES

- Apartment Association of Central Oklahoma Education Committee
2019 - 2020
- Urban Land Institute
2020-Present

- ONE OKC – Chair
2021
- Juneteenth on the East – Committee Member
2021 - Present
- NE OKC Renaissance - Board Member
2022
- The Verge – Founding Board Member
2022-2023
- LOYAL OKC Class XVII
2022

AWARDS

Magna Cum Laude
May 2017

REFERENCES

Chaya Fletcher, Metro Technology Center chayafletcher@gmail.com
(405)-694-1502

Olen Cook, The Alliance of Economic Development of OKC
olen.cook@theallianceokc.org (405)- 604-6780

Trent Riley, Oklahoma Contemporary Arts Center, triley@okcontemp.org (405)-
640-3866

Signed at:
2023-07-26 22:27:28



Community Impact Education Corporation

07-26-2023

Criminal History Disclosure Form

Criminal history may be considered as part of the overall screening process for board participation.

Please respond fully to the questions below. In your responses, please be sure to include Motor Vehicle Traffic misdemeanors, but do not include information regarding: any youthful offender adjudication; any conviction for a sealed violation; or any criminal charges that were resolved in your favor (e.g., dismissal).

1a. Have you ever been convicted of, or pled guilty or no contest to, a crime (felony or misdemeanor)?



- ☐ Yes
☐ No

If yes, please give specifics about the nature of the crime, location of the jurisdiction, the year of conviction, and any information regarding rehabilitation or other information you wish to consider.



Do you have any criminal charges pending against you?

- ☐ Yes
☐ No

If yes, please give specifics.

I certify that the above disclosures are true and complete. I understand that misrepresentation or omission of relevant facts may result in my ability to serve on the board.

I hereby authorize investigation of all statements contained in this disclosure and any attached data provided. I hereby also agree to hold the Community Impact Education Corporation harmless in divulging the information contained in this form as well as any personnel records developed as a result of participation with the Community Impact Education Corporation.



Signed at:
2023-07-26 22:22:59

Community Impact Education Corporation

07-26-2023

Criminal History Disclosure Form

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Please respond fully to the questions below. In your responses, please be sure to include Motor Vehicle Traffic misdemeanors, but do not include information regarding: any youthful offender adjudication; any conviction for a sealed violation; or any criminal charges that were resolved in your favor (e.g., dismissal).

1a. Have you ever been convicted of, or pled guilty or no contest to, a crime (felony or misdemeanor)?



- ☐ Yes
☐ No

If yes, please give specifics about the nature of the crime, location of the jurisdiction, the year of conviction, and any information regarding rehabilitation or other information you wish to consider.



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- ☐ Yes
☐ No

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I certify that the above disclosures are true and complete. I understand that misrepresentation or omission of relevant facts may result in my ability to serve on the board.

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APPENDIX D

Governance Board By Laws, Board Resumes, Exhibit A, Exhibit B

OFFICE OF THE SECRETARY OF STATE



**NOT FOR PROFIT
CERTIFICATE OF INCORPORATION**

WHEREAS, the Not For Profit Certificate of Incorporation of

WILLARD C. PITTS ACADEMY, INC.

has been filed in the office of the Secretary of State as provided by the laws of the State of Oklahoma.

NOW THEREFORE, I, the undersigned, Secretary of State of the State of Oklahoma, by virtue of the powers vested in me by law, do hereby issue this certificate evidencing such filing.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the Great Seal of the State of Oklahoma.



*Filed in the city of Oklahoma City this
18th day of August, 2023.*

Brian T. Longman

Secretary of State

OFFICE OF THE SECRETARY OF STATE



**NOT FOR PROFIT
CERTIFICATE OF INCORPORATION**

WHEREAS, the Not For Profit Certificate of Incorporation of

COMMUNITY IMPACT EDUCATION CORPORATION

has been filed in the office of the Secretary of State as provided by the laws of the State of Oklahoma.

NOW THEREFORE, I, the undersigned, Secretary of State of the State of Oklahoma, by virtue of the powers vested in me by law, do hereby issue this certificate evidencing such filing.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the Great Seal of the State of Oklahoma.



*Filed in the city of Oklahoma City this
18th day of July, 2023.*

Brian B. Johnson

Secretary of State

BYLAWS
WILLARD C. PITTS ACADEMY, INC.

(PREAMBLE)

The following Bylaws shall be subject to, and governed by, the Non-Profit Corporation Act of Oklahoma and the Articles of Incorporation of Willard C. Pitts Academy, Inc. In the event of a direct conflict between the herein contained provisions of these Bylaws and the mandatory provisions of the Non Profit Act of Oklahoma, said Non-Profit Corporation Act shall be the prevailing controlling law. In the event of a direct conflict between the provisions of these Bylaws and the Articles of Incorporation of Corporation/Organization, it shall then be these Bylaws which shall be controlling.

ARTICLE ONE

(NAME)

1.1 The legal name of the Non-Profit Corporation/organization shall be known as Willard C. Pitts Academy, Inc. and shall be herein referred to as the "Corporation/Organization."

ARTICLE TWO

(OFFICES)

2.1 PRINCIPAL OFFICE: The principal office of the Corporation shall be located at 1726 N.E. 23rd Street Suite C, Oklahoma City, Oklahoma 73111, or at such other location designated by the Board of Directors.

2.2 CHANGE OF ADDRESS: The designation of the county or state of the a corporation's principal office may be changed by amendment of these bylaws. The Board of Directors may change the principal office from one location to another within the named county by noting the changed address and such changes of address shall not be deemed, nor require, an amendment of these bylaws.

2.3 OTHER OFFICES: The Corporation may also have offices at such other places, within or without its state of incorporation, where it is qualified to do business, as its business and activities may require as the Board of Directors may, from time to time, designate.

ARTICLE THREE

(NON-PROFIT PURPOSES)

3.1 The general purpose for which this Corporation/Organization has been established is to serve as the governing board of a public charter school in Oklahoma City, Oklahoma, and the Corporation/Organization shall comply with any applicable laws as governing board of a public school in Oklahoma. The Corporation/Organization shall have charitable, sustainable and educational purposes, more specifically to provide families with access to an educational environment that leverages community assets to drive well-rounded and rigorous academic excellence.

3.2 IRS SECTION 501 (C) (3): This corporation is organized exclusively for one or more of the purposes as specified in Section 501 (c) (3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code. To take, accept, hold, and acquire by bequest, devise, purchase, loan or lease any property, real or personal, whether tangible or intangible, without limitations as to kind, amount, value, as may be allied by law.

3.3 To sell, convey, lease, or make loans, grants or pledges of any such property or any interest therein or proceeds therefore, and to invest and reinvest the principal thereof and receipts therefrom, if any, as may be allowed by law.

3.4 To carry on any of the foregoing activities or purpose either directly, or as agent for or with other persons, associations, or corporations, as may be allowed by law.

3.5 To carry on any activity and to deal with and expend any such property or income therefrom for any of the foregoing purposes without limitation, except such limitation, if any, as may be contained in the instrument under which such property is received, the Articles of Incorporation, the Bylaws of the Corporation, or any other limitations as are prescribed by law.

3.6 The Corporation/organization shall hold and may exercise all such powers as may be conferred upon any nonprofit organization by the laws of the State of Oklahoma and as may be necessary or expedient for the administration of the affairs and attainment of the Corporation/Organization.

3.7 The Corporation/Organization will not allow discrimination or harassment of students, families, or staff. It is the intention of Willard C. Pitts Academy Inc. to be nondiscriminatory to all stakeholders regardless of race, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

3.8 SPECIFIC OBJECTIVE(S) and PURPOSE:

The mission of the Willard C. Pitts Academy is to provide families with access to an educational environment that leverages community assets to drive well-rounded and rigorous academic excellence for 5th-8th graders.

By integrating innovation, choice, community, and culture we prepare students for a meaningful and sustainable livelihood.

ARTICLE FOUR

(DEDICATION OF ASSETS)

4.1 The properties and assets of the Corporation/Organization are irrevocably dedicated to and for non-profit purposes only. No part of the net earnings, properties, or assets of this Corporation/Organization, on dissolution or otherwise, shall incur benefit of any person or any member, director, or officer of this Corporation/Organization. On liquidation or dissolution, all remaining properties and assets of the Corporation/Organization shall be distributed and paid over to an organization dedicated to non-profit purposes which has established its tax-exempt status pursuant to Section 501c3 of the Code, or as otherwise required by applicable law.

ARTICLE FIVE

(RECEIPT OF FUNDS)

5.1 Willard C. Pitts academy Inc. shall be the sole receiver of any all donations, grants, and bequeaths , not barred by law, for and on behalf of the charter school under its control. Willard C. Pitts academy Inc. may delegate this authority to the respective school or school leader.

ARTICLE SIX

(DIRECTORS)

6.1 GENERAL POWERS and RESPONSIBILITIES: The Corporation/Organization shall be governed by a Board of Directors (the "Board of Directors"), which shall have all the rights, powers, privileges and limitations of liability of directors of a non-profit corporation organized under the Non-Profit Corporation Act of Oklahoma. The board of Directors shall establish policies and directives governing business and programs of Willard C. Pitts Academy and shall delegate to the Executive Director or School Lead and Willard C. Pitts Academy employees and staff, subject to the provisions of these Bylaws, authority and responsibility to see that the policies and directives are appropriately followed.

All members shall provide Willard C. Pitts Academy Inc. a signed criminal history disclosure form and provide a criminal background check.

All members shall acknowledge and sign the Conflict of Interest Policy, which is attached as Exhibit A.

All members shall acknowledge and sign the Code of Conduct for Willard C. Pitts Academy Inc. Governance Board Members, which is attached as Exhibit B.

6.2 NUMBER: The Corporation/Organization shall have at least six (6) Directors and up to nine (9) Directors collectively known as the Board of Directors. A Board of Directors member need not be a resident of the State of Oklahoma, to the extent allowed by law.

6.3 QUALIFICATIONS: Board of Directors shall be of the age of at least 21 years. No Board members may be employed by or benefit from the Corporation/Organization. Membership shall consist only of the members of the Board of Directors. New members of the Board of Directors shall be elected by the existing Board of Directors and will require a vote of two-thirds majority of the directors then in office. Any newly elected member shall be elected for the unexpired term from the point of election. No member of the governing board shall be employed by Willard C. Pitts Academy or be related within the second degree of affinity or consanguinity to any other member of the governance board or to any employee of Willard C. Pitts Academy.

6.4 DUTIES: It shall be the duty of the Directors to:

- a) Perform any and all duties imposed on them collectively or individually by laws, by the Articles of Incorporation or by these Bylaws;
- b) Appoint and remove, employ and discharge, and, except as otherwise provided in the Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the corporation;
- c) Supervise all officers, agents, employees of the corporation to assure that their duties are performed properly;
- d) Meet at such time and places as required by these Bylaws;
- e) Register their USPS and E-Mail addresses with the Secretary of the corporation, and notices of meetings mailed or emailed to them at such addresses shall be valid notices thereof.
- f) Each Director shall serve a minimum of five (5) volunteer hours in the direct service of Willard C. Pitts Academy business operation on an annual basis.

6.5 TERM OF OFFICE: The initial Directors shall be the four (4) founding members named in the Corporation's/Organization's Articles of Incorporation. The term of office of the founding members shall expire upon the election of Directors at the first meeting held

after the date of incorporation. Each Director shall hold office for a period of two years, and until his or her successor is elected and qualifies.

6.6 COMPENSATION: Directors shall serve without compensation, except that a reasonable fee may be paid to Directors for attending regular and special meetings of the board. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties. All such compensation shall be approved in advance by the Board. The Corporation/Organization shall purchase and maintain liability insurance covering the Directors and officers of the Corporation/Organization.

6.6 PLACE OF MEETINGS: Meetings shall be held at the principal office of the corporation or virtual unless otherwise provided by the board or at such other place as may be designated from time to time by resolution of the Board of Directors.

6.7 REGULAR MEETINGS: Regular meetings of Directors shall be held monthly and begin at 6:00 CST and conclude at the finish of business. Meetings will be filed at the Oklahoma County Clerk to inform the public. If the day fixed for the meeting shall be a legal holiday, such meeting shall be held on the next succeeding business day.

An elected Board of Directors Member who is absent from 2 consecutive regular meetings of the Board of Directors during a fiscal year shall be encouraged to reevaluate their commitment to the Corporation/Organization. The Board of Directors may deem a member who has missed 2 consecutive meetings without such a reevaluation have resigned from the Board of Directors.

6.8 SPECIAL MEETINGS: Special meetings of the Board of Directors may be called by the President, the Vice-President, the Secretary, or by the persons specifically authorized under the laws of this state to call special meetings of the Board. Such meetings shall be held at the principal office of the Corporation/Organization, or, if different, at the place designated by the person or persons calling the special meeting. The annual meeting of the Board of Directors shall be held during the winter of each year, at such place and at such hours as shall be designated in the notice thereof, for the purpose of electing officers and for considering such other business as may be specified in the notice of the meeting. Special meetings may be called by the President.

6.9 NOTICE OF MEETINGS: Unless otherwise provided by the Articles of Incorporation, these Bylaws, or provisions of law, the following provisions shall govern the giving of notice for meetings of the Board of Directors:

- a) Regular Meetings: Notice of each meeting shall be held at times and places that are convenient for the majority of the Directors. Notice of each meeting shall be given to each voting member, by mail, E-Mail, or telephone at least five days prior to the time of the meeting.
- b) Special Meetings: At least one week prior, notice shall be given by the

Secretary of the corporation to each Director of each special meeting of the Board. Such notice may be oral or written, may be given personally, by first class mail, E-Mail, or by telephone and shall state the place, date and time of the meeting and the matters proposed to be acted upon at the meeting.

c) Waiver of Notice: Whenever any notice of a meeting is required to be given to any Director of this Corporation under provisions of the Articles of Incorporation, these Bylaws, or the law of this state, a waiver of notice in writing signed by the Director, whether before or after the time of the meeting, shall be equivalent to the giving of such Notice.

6.10 QUORUM FOR MEETINGS: A quorum shall consist of 50% of the members of the Board of Directors. Except as otherwise provided under the Articles of Incorporation, these Bylaws, or provisions of law, no business shall be considered by the Board at any meeting at which the required quorum is not present, and the only motion which the Chair shall entertain at such a meeting is a motion to adjourn.

6.11 MAJORITY ACTION AS BOARD ACTION: Every decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors, unless the Articles of Incorporation, these Bylaws, or provisions of law require a greater percentage or different voting rules for approval of a matter by the Board.

Each Board Member is entitled to one vote to the matter that is submitted to a vote of the board. No director is allowed to vote by proxy, however in the event of a national disaster or statewide declared emergency preventing the directors to meet in person or virtually and a teleconference must be held.

6.12 CONDUCT OF MEETINGS: Meetings of the Board of Directors shall be presided over by the President of the Board, or, in his/her absence, by the VicePresident, of the Board, or in the absence of each of these persons, by a Chairperson, chosen by a majority of the Directors present at the meeting. The Secretary of the Corporation shall act as Secretary of all meetings of the Board, provided that, in his/her absence, the presiding officer shall appoint another person to act as Secretary of the meeting. Meetings shall be governed by Robert's Rules, insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with provisions of law.

6.13 VACANCIES: Vacancies on the Board of Directors shall exist: (1) upon the death, resignation or removal of any Director; and (2) whenever the number of authorized Directors are increased. Any Director may resign effective upon giving written notice to the President, the Secretary, or the Board of Directors, unless the notice specifies a later time when the Board would then be left without a duly elected Director

or Directors in charge of its affairs, except upon notice by the office of the Attorney General or other appropriate agency of this state. Directors may then be removed from office, with or without cause, as permitted by and in accordance with the laws of this state. Unless otherwise prohibited by the Articles of Incorporation, these Bylaws or provisions of law, vacancies on the Board may be filled by approval of the Board of Directors. If the number of Directors then in office is less than the Board may be filled by approval of a majority of the Directors then in office or by a sole remaining Director. A person elected to fill a vacancy on the Board shall hold office until the next election of the Board of Directors or until his/her death, resignation or removal from office.

6.14 NON-LIABILITY OF DIRECTORS: The Directors shall not be personally liable for the debts, liabilities, or other obligations of the Corporation/Organization.

6.15 INDEMNIFICATION BY CORPORATION OF DIRECTORS AND OFFICERS: The Directors and officers of the Corporation/Organization shall be indemnified by the Corporation to the fullest extent permissible under the laws of this State.

6.16 INSURANCE FOR CORPORATE AGENTS: Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Corporation (including a Director, officer, employee or other agent of the Corporation asserted against or incurred by the agent, in such capacity or arising out of the agent's status, as such, whether or not the Corporation would have the power to indemnify the agent against such liability under the A provisions of law.

ARTICLE SEVEN

(OFFICERS)

7.1 DESIGNATION OF OFFICERS: The officers of the Corporation/Organization shall be a President, Vice-President, Secretary, and Treasurer. The Board of Directors is responsible for the overall policy and direction of Willard C. Pitts Academy..

7.2 QUALIFICATIONS: Any person may serve as an officer of this Corporation/Organization.

7.3 ELECTION AND TERM OF OFFICE: Election of new Directors or election of current Directors to a second term will occur as the first item of business at the annual meeting of the Corporation/Organization. Directors will be elected by a majority vote of the current Directors. All Board Members shall serve two year terms.

7.4 (A) REMOVAL AND RESIGNATION: Any officer may be removed, either with or without cause, by the Board of Directors, at any time. Any officer may resign at any time by giving written notice to the Board of Directors, or to the President or Secretary of the Corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The above provisions of this Section shall be superseded by any conflicting terms of a contract, which has been approved or ratified by the Board of Directors relating to the employment of any officer of the Corporation. Board members may be removed for excessive absences or a consensus of three-fourths vote of the Board Members that the individual is not fulfilling his/her responsibility to the organization.

7.4 (B) VACANCIES: Any vacancies occurring on the Board of Directors may be filled by a majority vote of the Directors present and constituting a quorum at any meeting of the Board of Directors and vacancies so filled shall be to complete the unexpired term.

7.5 DUTIES OF THE PRESIDENT: The President shall be the chief executive officer of the Corporation/Organization and shall, subject to the control of the Board of Directors, supervise and control the affairs of the Corporation/Organization and the activities of the officers. He/she shall perform all duties incident to his/her office and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be prescribed from time to time by the Board of Directors. Unless another person is specifically appointed as Chairperson of the Board of Directors, the President shall preside at all meetings of the Board of Directors. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, he/she shall, in the name of the Corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments, which may from time to time be authorized by the Board of Directors.

7.6 DUTIES OF THE VICE-PRESIDENT: In the absence of the President, or in the event of his/her inability or refusal to act, the Vice-President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice-President shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Board of Directors.

7.7 DUTIES OF SECRETARY: The Secretary shall: a) Certify and keep at the principal office of the Corporation/Organization the original, or a copy, of these Bylaws as amended or otherwise as altered to date. b) Keep at the principal office or the Corporation/Organization or at such other place as the Board may determine, a copy of minutes of all meetings of the Directors, and, if applicable, meetings of the committees of Directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof. c) See that all notices are

duly given in accordance with the provisions of these Bylaws or as required by law. Revised and approved by the Board of Directors by May 1, 2024, d) Be custodian of the records and of the seal of the Corporation/Organization, if any, and affix the seal, as authorized by law or the provisions of these Bylaws, to duly executed documents of the Corporation/Organization. e) Exhibit at all reasonable times to any Director of the Corporation/Organization, or to his/her agent or attorney, on request therefore, the Bylaws and the minutes of the proceedings of the Directors. f) In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be assigned to him/her from time to time by the Board of Directors.

7.8 DUTIES OF TREASURER: The Treasurer shall: a) Have charge and custody of, and be responsible for, all funds and securities of the Corporation/Organization, and deposit all such funds in the name of the Corporation/Organization in such banks, trust companies, or other depositories as shall be selected by the Board of Directors. b) Receive, and give receipt for, monies due and payable to the Corporation/Organization from any source whatsoever. c) Disburse, or cause to be disbursed, the funds of the Corporation/Organization as may be directed by the Board of Directors, taking proper vouchers for such disbursements. d) Keep and maintain adequate and correct accounts of the Corporation's/Organization's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. e) Exhibit at all reasonable times the books of account and financial records to any Director of the Corporation or to his/her agent or attorney, on request therefore. f) Render to the President and Directors, whenever requested, an account of any or all of his/her transactions as Treasurer and of the financial condition of the Corporation/Organization. g) Prepare, or cause to be prepared, and certify, or cause to be certified, the final statements to be included in any required reports. h) In general, perform all duties incident to the office of Treasurer and such other as may be required by law, by the Articles of Incorporation of the Corporation/Organization, or by these Bylaws, or which may be assigned to him/her from time to time by the Board of Directors.

ARTICLE EIGHT

(COMMITTEES)

8.1 EXECUTIVE COMMITTEE: The Board of Directors may create committees as needed, such as local resources, fundraising, marketing, public relations, communications, etc. with appointees to chair committees as approved by the Board of Directors.

The Board of Directors may, by a majority vote of its members, designate an Executive Committee consisting of three (3) Board members and may delegate to such committee the powers and authority of the Board in the management of the business and affairs of the Corporation, to the extent permitted, and except as may otherwise be provided, by provisions of law. By a majority vote of its members, the Board may at any time revoke

or modify any or all of the Executive Committee authority so delegated, increase or decrease but not below two (2) the number of the members of the Executive Committee, and fill vacancies on the Executive Committee from the members of the Board. The Executive Committee shall keep regular minutes of its proceedings, cause them to be filed with the corporate records, and report the same to the Board from time to time as the Board may require.

8.2 FINANCE COMMITTEE: The Treasurer is chair of the Finance Committee and is responsible for developing and reviewing fiscal procedures of the organization. The Finance Committee, in consultation with staff of the School Lead, will develop the annual budget. The Board must approve an annual budget and oversee all expenditures relating to the drafted budget. Any major change or adjustment of the budget must be approved by the Executive Committee of the Board of Directors. Annual reports are required to be submitted to the Board, showing income, expenditures and pending income. The financial records of the Corporation are public information and shall be made available to the Board Members and the public.

8.3 OTHER COMMITTEES: The Corporation/Organization shall have such other committees as may from time to time be designated by resolution of the Board of Directors. These committees may consist of persons who are not also members of the Board and shall act in an advisory capacity to the Board.

8.4 MEETINGS AND ACTION OF COMMITTEES: Meetings and actions of committees shall be governed by, noticed, held and taken in accordance with the provisions of these Bylaws concerning meetings of the Board of Directors, with such changes in the context of such Bylaw provisions as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular and special meetings of committees may be fixed by resolution of the Board of Directors or by the committee. The Board of Directors may also adopt rules and regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are not inconsistent with provisions of these Bylaws.

ARTICLE NINE

(EXECUTION OF INSTRUMENTS, DEPOSITS, AND FUNDS)

9.1 EXECUTION OF INSTRUMENTS: The Board of Directors, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

9.2 CHECKS AND NOTES: Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, it is the Treasurer's responsibility to disburse, or cause to be dispersed, any checks, drafts, or promissory notes, as an order for the payment of money from the Corporation.

9.3 DEPOSITS: All funds of the Corporation/Organization shall be deposited from time to time to the credit of the Corporation/Organization in such banks, trust companies, or other depositories as the Board of Directors may select.

9.4 GIFTS: The Board of Directors may accept on behalf of the Corporation/Organization any contribution, gift, bequest, or devise for the nonprofit purposes of this Corporation/Organization.

ARTICLE TEN

(CORPORATE RECORDS, REPORTS, AND SEAL)

10.1 MAINTENANCE OF CORPORATE RECORDS: The Corporation shall keep at its principal office:

- a) Minutes of all meetings of Directors, committees of the Board) indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;
- b) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses;
- c) A copy of the Corporation's Articles of Incorporation and Bylaws as amended to date, shall be open to inspection by Directors.

10.2 CORPORATE SEAL: T

he Board of Directors may adopt, use, and at will, alter, a Corporate seal. Such seal shall be kept at the principal office of the Corporation/Organization. Failure to affix the seal to Corporate/Organization instruments, however, shall not affect the validity of any such instrument.

10.3 DIRECTORS' INSPECTION RIGHTS: Every Director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Corporation and shall have such other rights to inspect the books, records, and properties of this Corporation as may be required under the Articles of Incorporation, other provisions of these Bylaws, and provisions of law.

10.4 RIGHT TO COPY AND MAKE EXTRACTS: Any inspection under the provisions of this Article may be made in person or by agent or attorney and the right to inspection shall include the right to copy and make extracts.

10.5 PERIODIC REPORT: The Board shall cause any annual or periodic report required under law to be prepared and delivered to an office of this State or to its members, if any, of this Corporation/Organization, to be so prepared and delivered within the time limits set by law.

ARTICLE ELEVEN

(IRC (C) (3) TAX EXEMPTION PROVISIONS)

11.1 LIMITATIONS ON ACTIVITIES: No substantial part of the activities of this Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501 (h) of the Internal Revenue Code), and this Corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provisions of these Bylaws, this Corporation shall not carry on any activities not permitted to be carried on (a) by a Corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or (b) by a Corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.

11.2 PROHIBITION AGAINST PRIVATE INUREMENT: No part of the net earnings of this Corporation shall inure to the benefit of, or be distributable to its Directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this Corporation.

11.3 DISTRIBUTION OF ASSETS: Upon the dissolution of this Corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this Corporation shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.

ARTICLE TWELVE

(AMENDMENT OF BYLAWS)

12.1 AMENDMENT: These Bylaws, or any of them, may be altered, amended, or repealed and new Bylaws adopted by approval of the Board of Directors.

ARTICLE THIRTEEN

(CONSTRUCTION AND TERMS)

13.1 CONSTRUCTION AND TERMS: If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation of this Corporation, the provisions of the Articles of Incorporation shall govern. Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding. All references in these Bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.

_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date

EXHIBIT A

WILLARD C. PITTS ACADEMY, INC. CONFLICT OF INTEREST POLICY

This Conflict of Interest Policy (the “Policy”) is hereby adopted by the Board of Directors (“Board”) of WILLARD C. Pitts Academy , Inc. (“Corporation”) effective the ____ day of _____, 202 ____.

ARTICLE I. PURPOSE

The purpose of the Policy is to protect the Corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Corporation or might result in a possible excess benefit transaction. This Policy is intended to supplement but not replace any state and federal laws governing conflict of interest and applicable to nonprofit and charitable organizations.

ARTICLE II. DEFINITIONS

II.1 Interested Person

. Any director, officer, or member of a committee with powers delegated by the Board, who has a direct or indirect Financial Interest, as hereinafter defined, is an “Interested Person.”

II.2 Financial Interest

. An Interested Person has a “Financial Interest” if the Interested Person has, directly or indirectly, through business, investment or family:

(a) an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement;

(b) a compensation arrangement with the Corporation or with any entity or individual with which Corporation has a transaction or arrangement; or

(c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

As used herein, “compensation” includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A Financial Interest is not necessarily a conflict of interest. Under Section 3.2, an Interested Person who has a Financial Interest may have a conflict of interest only if the disinterested directors of the board conclude that a conflict of interest exists.

ARTICLE III. PROCEDURES

III.1 Duty to Disclose

. In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the Board.

III.2 Determining Whether a Conflict of Interest Exists

. After disclosure of the Financial Interest and all material facts, and after any discussion with the Interested Person, the Interested Person shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining directors of the Board shall decide if a conflict of interest exists.

III.3 Procedures for Addressing the Conflict of Interest

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(a) An Interested Person may make a presentation at the Board meeting, but after the presentation, the Interested Person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

(b) The Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(c) After exercising due diligence, the Board shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

(d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the disinterested Directors of the Board shall determine by a majority vote whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, the disinterested Directors of the Board shall make a decision as to whether to cause the Corporation to enter into the transaction or arrangement.

III.4 Violations of the Policy

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(a) If the Board has reasonable cause to believe an Interested Person has failed to disclose actual or possible conflicts of interest, it shall inform the Interested Person of the basis for such belief and afford the Interested Person an opportunity to explain the alleged failure to disclose.

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

ARTICLE IV. RECORDS OF PROCEEDINGS

The minutes of the meetings of the Board shall contain:

IV.1 The names of the Interested Persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.

IV.2 The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE V. COMPENSATION

V.1 Any Director of the Board who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that person's compensation.

V.2 No Director of the Board who receives compensation, directly or indirectly, from the Corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE VI. ANNUAL STATEMENTS

Each Interested Person shall annually sign a statement which affirms such person:

VI.1 has received a copy of this Policy;

VI.2 has read and understands this Policy;

VI.3 has agreed to comply with this Policy; and

VI.4 understands the Corporation is charitable and to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE VII. PERIODIC REVIEWS

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

VII.1 whether the compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining;

VII.2 whether partnerships, joint ventures and arrangements with management organizations conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in incurrence, impermissible private benefit or in an excess benefit transaction.

ARTICLE VIII. USE OF OUTSIDE EXPERTS

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

Signature Page Follows

We, the undersigned, hereby certify that we are all of the directors of Willard C. Pitts Academy Inc., an Oklahoma not for profit corporation, entitled to vote on the foregoing matters and we, and each of us, hereby consent and agree to the foregoing Conflict of Interest Policy, effective ____ day of _____, 202__.

DIRECTORS

EXHIBIT B

Willard C. Pitts Academy Governance Board Code of Conduct

As a member of the Governance Board, I will strive to improve student achievement through Innovation, Choice, Community, and Culture and in my role I am committed to doing so by:

1. Attend all scheduled board meetings and have all necessary materials read/reviewed prior to meeting.
2. Recognizing and understanding that my role as a decision maker complies with the Oklahoma Meeting Meeting Act and that my authority of decision making is only at official board meetings.
3. Make all decisions based on available facts.
4. Understand that the board makes decisions as a team.
5. Recognize that decisions are made by a majority vote.
6. Be open, fair, and honest. Respect the right of others to have a different opinion than mine.
7. Recognize that the School Leader is the board's advisor and should be present at all meetings except when discussing or considering the School Leader's evaluation/contract/salary.
8. Understand the chain of command and refer problems or complaints to the appropriate official.
9. Respect the right of the public to be informed about board decisions.
10. Understand that I will receive information that may be confidential and that it cannot be shared.
11. I will act and speak in a positive manner that does not discredit the reputation of Willard C. Pitts Academy Inc.
12. Remember that my first and main responsibility is to the educational welfare of the students, families, and staff of Willard C. Pitts Academy Inc.

CODE OF CONDUCT STATEMENT

I _____, hereby recognize the important responsibility and undertaking in serving as a member of the Board of Directors for Willard C. Pitts Academy. I pledge to fulfill my obligation(s) associated with my role and abide by the Code of Conduct.

Signature

Date

EXHIBIT C
Board of Director Resumes

Arif Smith

Education

2014 Northwestern University, Evanston, IL
Graduate Program in Performance Studies
2004 Oklahoma State University, Stillwater, OK
Graduate Program in Sociology
2002 BA, Psychology, Oklahoma State University, Stillwater, OK
Certificate in Africana Studies

Selected Professional Experience

2018 – Present Program Manager, Music Moves, Old Town School of Folk Music, Chicago, IL
2018 – Present Research Associate, Keller Science Action Center, Field Museum, Chicago, IL
2019 – 2020 Artist-in-Residence, Dance Department, Williams College, Williamstown, MA
2017 – 2018 Artist-in-Residence, Arts + Public Life and Center for Race, Politics, and Culture, University of Chicago, Chicago, IL
2016 – 2018 Program Manager, Changing Worlds, Chicago, IL
2010 – 2013 Education Services Coordinator, Public Strategies, Oklahoma City, OK
2008 – 2010 Assistant Director, Multicultural Center, Williams College, Williamstown, MA
2006 – 2008 Campus Life Coordinator for Multicultural Advising and Programming, Office of Campus Life, Williams College, Williamstown, MA

Selected Exhibitions and Presentations

2022 Artist, All That Light: AIRS Ten Year Retrospective, Reva and David Logan Center for the Arts, Chicago, IL
2021 Artist, Earth and the Alter, DuSable Black History Museum and Education Center Chicago, IL
2021 Artist, Asterisks in the Grand Narrative of History, Longwood Center for the Arts, Farmville, VA
2020 Artist, Artists Run Chicago II, Hyde Park Art Center, Chicago, IL
2019 Producer and Artist, TUTU: Honoring Truth and Healing through the Saints, Green Line Performing Arts Center, University of Chicago, Chicago, IL
2018 Artist, Carrying A Place Called Home Exhibition, Arts Incubator, University of Chicago, Chicago, IL
2017 Artist, Petty Biennial Exhibition, Arts Incubator, University of Chicago, Chicago, IL

2016 Discussant, Transnational Latino Conference: Arts Advocacy and Activism, DePaul University, Chicago, IL

2016 Discussant, Our Duty to Fight Exhibition, Gallery 400, University of Illinois, Chicago, IL

2015 Producer, Candela with Brenda Torres-Figueroa and Bomba con Buya, Chicago, IL

2014 Musician, Tamboula Ethnic Dance Company, Vodou: Sacred Powers of Haiti Exhibition, Field Museum, Chicago, IL

2014 Solo Performance, Frog Belly: A Choreo-story of Marronage, Northwestern University, Evanston, IL

2014 Presenter, Roots and Routes: Afro-Latinidad in Motion Symposium, Columbia College, Chicago, IL

2014 Presenter, Dancing the African Diaspora Conference, Duke University, Durham, NC

2014 Presenter, The Black Body as Archive Symposium, Northwestern University, Evanston, IL

2012 Curator, Idealab: Orange Balloon Installation with Amber Gulilat, Individual Artists of Oklahoma, Oklahoma City, OK

2012 Curator, History Bound Exhibition with Amber Gulilat, Urban Roots, Oklahoma City, OK

2011 Discussant, All That Remains with Eyakem Gulilat, Urban Roots, Oklahoma City, OK

2010 Presenter, Performance Politics: New Oceania, Dance, and Resistance with Neil Ieremia and Black Grace, Williams College, Williamstown, MA

2009 Musician, Cleo Parker Robinson Dance, 100th Anniversary Celebration of Katherine Dunham, Williams College, Williamstown, MA

2008 Choreographer, Danza Carnival with Danys "La Mora" Perez, Williams College, Williamstown, MA

Selected Nonprofit Leadership

2014 – 2016 Producer, Chicago Home Theater Festival, Chicago, IL 2013 – 2015 Board of Directors, SixTwelve, Oklahoma City, OK 2011 – 2012 IdeaLab Committee, Individual Artists of Oklahoma, Oklahoma City, OK 2010 – 2013 Artistic Director, Urban Roots, Oklahoma City, OK 2008 – 2009 Executive Committee, State of The Black World Conference, New Orleans, LA

Selected Exhibitions and Programs Curated

2016 Black + Brown Series, BING/Currency Exchange Café, Chicago, IL 2013 Wanderlust by Eljuan Henderson, co-curated with Ebony Iman Dallas, Urban Roots, Oklahoma City, OK

2011 Segmentation by Tiffany McKnight, Urban Roots, Oklahoma City, OK 2011 The Promised Land by Eyakem Gulilat, co-curated with Tiffany Barber, Urban Roots,

Oklahoma City, OK

2010 New Meanings: Afro-descendant Percussion Practices Symposium, Williams College and Massachusetts Museum of Contemporary Art, Williamstown and North Adams, MA

2010 Journey Woman by Helina Metaferia, Williams College, Williamstown, MA

Performance Ensembles

2018 – Present Musician, Black Monument Ensemble, Chicago, IL

2015 – Present Musician and Co-Director, Iré Elese Abure, Chicago, IL 2013 – 2023 Musician, Bomba con Buyá, Chicago, IL

2014 – 2015 Musician, Tamboula Ethnic Dance Company, Chicago, IL 2010 –

2013 Founder and Director, Grupo AfroCaribeño, Oklahoma City, OK 2006 –

2010 Musician and Dancer, Kusika, Williamstown, MA

2006 – 2010 Musician, Zambezi Marimba Band, Williamstown, MA 2006 –

2010 Director and Choreographer, Ritmo Latino, Williamstown, MA

Janet Vernon

32230 N.W. 63rd Street
Oklahoma City, OK 73116
(918) 810-7276
akaprincipal@msn.net

Professional Profile:

Dynamic education leader with a distinguished career in educational administration, highlighted by impactful roles as an administrator, educator, and consultant. Proven track record of driving excellence in education, fostering leadership, and implementing innovative programs to enhance student success.

Professional Experience:

Present: Owner and Operator - Integrity Consulting and Event Planning
- Executive Consultant

- Lead and develop professional development services for school boards, superintendents, principals, teachers, and school service providers both locally and nationally.

PEARSON (Retired)
Regional Director for Education Services

- Directed regional initiatives to elevate educational outcomes and implement effective teaching strategies.

Oklahoma City Public Schools (Retired)
Executive Director of Teaching and Learning

- Provided visionary leadership for curriculum development, teacher professional growth, and instructional innovation.

Bartlesville Public Schools (Retired)
Executive Director of Secondary Schools

- Managed secondary school operations, student achievement, and educational program advancement.

Sapulpa Public Schools
Elementary and Secondary Principal

- Led school administration, fostering student development and faculty engagement to enrich the learning environment.

Leadership and Civic Engagement:

- President, National Middle School Association
- President, Oklahoma Middle Level Educators Association
- Developed a girl's mentoring program - Sapulpa
- Created Student Recognition Program (Bank and Kiwanis - Sapulpa)
- Established a mentoring program for potential drop-outs (w/Executives at ConocoPhillips - Bartlesville)
- Volunteer, RAISING THE GRADE initiative (w/Rev. James Dorn - NEOKC)
- Mentor for emerging administrative leaders
- Facilitated multiple events at True Vine Ministries (School /church adoption/tutoring/backpack give away/Thanksgiving give away/Christmas giveaway, church events or programs)
- Member, OKC Rotary - actively involved in civic programs

References:
Available upon request

APPENDIX E

Board Matrix Template

Board Matrix										
		Board Member	Board Member	Board Member	Board Member	Board Member	Board Member	Board Member	Board Member	
		1	2	3	4	5	6	7	8	TOTAL
Age	25 -40					x				1
	41 - 55			x	x		x			3
	56 - 65									
	Over 65	x	x							2
Gender	Female	x	x				x			3
	Male			x	x					2
	Non-Binary /Third Gender									
	Prefer to self-describe					x				1
	Prefer not to disclose									
Sexual Orientation	Lesbian									
	Gay									
	Straight/Heterosexual	x	x	x	x		x			5
	Bisexual									
	Prefer to self-describe as _____									
	Prefer not to disclose					x				1

Identify as transgender	Yes									
	No	x	x	x	x	x	x			6
Identify as a person with a disability	Yes									
	No	x	x	x	x	x	x			6
Race and Ethnicity	American Indian or Alaskan Native									
	Asian					x				1
	Black or African American	x	x	x	x		x			5
	Latinx or Hispanic									
	Middle Eastern or North African									
	Native Hawaiian or Other Pacific Islander									
	Prefer not to disclose									
	Prefer to self-describe as (White Hispanic)									
	White									
Organization Type	Community Foundation									
	Private Grantmaker									
	Corporate Grantmaker									

	Grantmaking Public Charity									
	Non-US & Tribal Grantmaker									
	Non-Grant maker									
Job Role	President/CEO	x		x						2
	Vice President									
	CFO									
	General Counsel									
	Program Officer					x				1
	Trustee									
	Other		x		x		x			3
Geography	Northeast									
	Midwest	x	x	x	x	x	x			6
	Southeast									
	Southwest									
	West									
Expertise	Accounting /Financial Management		x							1
	Communications/Marketing/PR				x					1
	Strategy Development	x								1
	HR/Culture /DEI			x						1
	Governance	x	x				x			3
	Fundraising	x	x		x					3

	Rural Philanthropy									
	Global Philanthropy									
	Public Policy/Advocacy	x	x			x	x			4
	Legal/Regulatory									
	Program Design/Professional Development	x			x	x	x			4
Last Term Ends (Year End)	2025									
	2026									
	2027	x	x	x	x	x	x			
	2028									
	2029									
	2030									
	2031									

APPENDIX F

JOB DESCRIPTIONS

Leadership, Management and Supervisory Personnel.

1. **Governance Board-** The governance board shall serve as the primary governing body of the school. Its purpose is to ensure the educational needs of the students are met in keeping with the mission and goals of the school. The governance board sets policy and guidelines for the administration of the schools. It employs the school lead and approves all faculty and other staff hiring.. The governance board adopts a budget providing the management of all funds. It oversees funds that come to the schools through grants and donations. The governance board is the final arbiter of all disputes and complaints presented by students, faculty, administrative personnel, and parents or any other entity or person. It has oversight responsibility over all aspects of the operations of the school.
2. **School Legal-** Reporting directly to the Governance Board, the School Legal is responsible for legal services to the Governance Board of Directors and for providing legal counsel to the school lead and staff. The School Legal must possess special knowledge of Constitutional law and Oklahoma school law, knowledge of Oklahoma statutes pertaining to schools, and knowledge of the regulatory powers, limitations, authorities, and responsibilities of the state Board of Education.
 - Provides legal opinions, legal interpretations, and recommendations to the Board of Directors and school lead for the purpose of ensuring the district maintains compliance with local, state, and federal regulations.
 - Reviews, edits, and creates district documents for the purpose of conveying information to both internal and external entities in a legally compliant manner.
 - Maintains and catalogs legal documents and contracts for the purpose of ensuring accurate reference materials.
 - Represents Willard C. Pitts Academy in all legal matters for the purpose of accurately reflecting the legal desires of the school and governance Board.
 - Advises school staff concerning legal matters for the purpose of maintaining school compliance with local, state, and federal regulations.
 - Provides staff development for the purpose of educating others on their legal responsibilities.
 - Attends various meetings at school, regional, and state level for the purpose of conveying and/or gathering information required to perform job duties.
 - Prepares a wide variety of written materials for the purpose of documenting activities, providing written references, conveying information, and/or supporting presentations concerning policy and procedure changes.

SKILLS, KNOWLEDGE, ABILITIES, RESPONSIBILITIES

- Interpret local, state and federal laws, policies and procedures
- Organize information and material into manageable form
- Apply data collected to resolve problems
- Formulate recommendations, proposals, and counter proposals
- Preparing and presenting effective written and oral reports, recommendations, school policies and procedures
- Work cooperatively across a complex organization and numerous stakeholders
- Legal principles and practices, including civil, criminal, constitutional, contract, employment, administrative and business law and procedures
- Methods, procedures, and practices used in the conduct of civil litigation
- Oklahoma school law and state statutes pertaining to schools
- Regulatory powers, limitations, authorities, and responsibilities of the board of education
- Pertinent federal, state, and local laws, regulations and court decisions relating to education
- Methods of legal research
- Schedule activities, meetings and events
- Gather, collate, and/or classify data
- Use of job-related office equipment
- Work both with groups and independently
- Provide legal interpretations, opinions and advice concerning board of education policies, practices and general legal principles affecting the charter public school system
- Perform investigations and research in the completion of assigned tasks relating to charter public school affairs.
- Review written documents such as handbooks, agreements, contracts, and legal instruments and opinions prepared by other attorneys.
- Act as legal counsel in court proceedings concerning school affairs.
- Act as attorney-agent in real estate transactions as directed by the board of directors or school lead.
- As requested, speak with parents regarding school policies or administrative actions.
- Oversee compliance of state and federal requirements, such as I-9 employment eligibility verification, Title IX requirements, Office of Civil Rights and Equal Employment Opportunity Commission.
- Provide guidance on employment laws, IDEA, records management.
- Provide legal advice and support in the development of contracting process for a variety of commercial agreements such as construction contracts, debt issuance

including bonds and financing agreements, fuel hedge contracts, capital purchases, real estate and other agreements related to the accomplishment of school objectives.

Education:

Juris Doctorate from an accredited law school

- 3. School Lead-** The School Lead will report directly to the Governance Board of Directors. As the schools executive office, this role is responsible for the highly effective management and daily operations of the school. The School Lead is selected and approved by the governance board to serve as the educational leader, responsible for enforcing district policies, regulations, and procedures to ensure all students are supervised in a safe and academically rigorous learning environment meeting the approved curricula and mission of the school. This role will work collaboratively to direct and nurture all members of the school staff and communicate effectively with parents.

This position is responsible for:

- Scheduling
- Curriculum adoption, development, monitoring, and implementation
- Extracurricular activities
- Implementation of emergency procedures and facility operations.

SKILLS, KNOWLEDGE, ABILITIES, RESPONSIBILITIES

- Minimum of five years teaching experience preferred.
- Minimum of three years of administration experience preferred.
- Experience in curriculum planning, implementation, and evaluation, with successful supervisory role in a school setting
- School site budget experience preferred
- Effective public relations skills
- Establish the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement, and instructional goals
- Manage, evaluate and supervise effective and clear procedures for the operations and functioning of the school consistent with the philosophy, mission, values, and goals of the district, including instructional programs, extracurricular activities, discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures

- Ensure compliance with all laws, board policies, and civil regulations
- Manage the supervision of the school's instructional programs, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development
- Define the teaching and non-teaching professional faculty positions needed to implement the school's program and recruit highly effective teachers and staff to fill them
- Establish productive working conditions, discipline, and training and development of all professional staff
- Establish procedures for evaluation and selection of instructional materials and equipment
- Assist Governance Board of Directors in completing state and federal reporting responsibilities
- Represent the school in the community
- Share recruitment responsibilities of incoming students
- Ensure the school completes all necessary state testing requirements
- Satisfy all district, state and federal guidelines required to evaluate personnel

Education:

Minimum of an earned master's degree from an accredited institution

Oklahoma certification as a secondary school administrator

4. Assistant School Lead- Directly reporting to the School Lead this role shall assume all duties formerly assigned to the School Lead, and all references to School Lead , herein, shall mean assistant principal.

SKILLS, KNOWLEDGE, ABILITIES, RESPONSIBILITIES

- Minimum of five years teaching experience preferred
- Effective public relation skills
- Assist with the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement, and instructional goals
- Share with the administrative team the supervision of the school's instructional programs, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development
- Encourage and support a positive school culture and climate
- Provide a safe physical environment for pupils and staff
- Responsible for student behavior/discipline and attendance
- Will coordinate with the school lead and counselor regarding student issues

- Share responsibilities of supervising extracurricular activities
- Share state reporting responsibilities with the school lead
- Assist with promoting an environment that encourages parental and community involvement
- Satisfy all district, state and federal guidelines required to evaluate personnel.
- Serve as the building testing coordinator and complete all necessary requirements and responsibilities.

Education:

Minimum of an earned master's degree from an accredited institution

Oklahoma certification as a secondary school administrator

5. Administrative Intern- Directly reporting to the School Lead and Assistant School Lead, the Administrative Intern assists the School Lead and Assistant School Lead in the performance of the various leadership responsibilities, which are attendant to the successful administration of Willard C. Pitts Academy. The specific duties which are assigned by the School Lead and the decision-making authority related to such assignments are as established in the working relationship between the School Lead and Administrative Intern.

SKILLS, KNOWLEDGE, ABILITIES, RESPONSIBILITIES

- Ability to communicate well and to apply leadership skills within a shared decision making model
- Ability and willingness to follow directions given and to perform assigned duties in accordance with applicable guidelines, policies and procedures
- Leadership qualities and excellent interpersonal skills
- Sound educational philosophy and instructional competence
- Knowledge and prior application of current information, theory and research in education
- Knowledge of and prior successful experience working in a diverse setting
- Risk taker willing to approach leadership through a change process with demonstrated competency
- Commitment to innovation and creativity.
- Experience with a school-wide behavior/ discipline program (MTSS/PBIS)
- Experience with a diverse student population
- Knowledge and prior application or experience in improving academic achievement
- Evaluation of support staff performance
- Responsibility for the safety, conduct, and general welfare of students. •
Monitoring of student progress

- Responsibility for the safe operation of the school and the general welfare of all students, staff, parents and community on or about the school site
- Assists the School Leadership: development and management of sound fiscal practices in assigned areas of responsibility
- Performs other duties and responsibilities as assigned.

Education:

Minimum of a Master's Degree

Hold a valid principal's certificate for level of position

Three years of teaching experience at the assigned level is preferred

Leadership experience is preferred

6. Secretary/Encumbrance Clerk-

7. Registrar-

8. Instructional Coach-

9. Teacher-

10. Teacher Assistant-

11. MTSS Specialist-

12. Counselor-

13. SPED Coordinator-

14. Service Provider-

15. Volunteer

16. Food Services Coordinator

APPENDIX G
PRE-OPENING CALENDAR
Key Decisions, Governance, Facilities, Students & Parents, Finances, Operations, School
Personnel, Academic Program, Professional Learning

KEY DECISIONS

Decision	Information	Deadline	Responsible Party
Determine if your school will provide transportation to students	Contact collaborative partner: EMBARK	As Soon As Possible (To Be Decided at Founding Board Meeting 8/2023)	
Determine if and how food service will be provided	*Students will be asked to bring their lunch, however we do not want lunch to be a barrier for attending our school. If food service will be provided, contact state School Nutrition Services for appropriate processes and approvals for using an outside partner/provider. (Metro Tech)	As Soon As Possible (To Be Decided at Founding Board Meeting 8/2023)	

GOVERNANCE

Key Elements	Information	Deadline	Responsible Party
By Laws	In Progress (Need Finance Section)	November 2024	
Board Policies	<ul style="list-style-type: none"> • Conflicts of Interest Policies • Grievance Policies • Criminal Background Checks of Board Members *Must be Approved	November 2024	
Board Member	Need all member	August 2023	

Listing & Contact Information	Resumes		
Board Meeting Agenda	Create template based on charter authorizing needs/checklist	September 2023	
Board Meeting Calendar	Add all dates based on monthly meeting requirement	November 2024	
Non Profit Incorporation	AoI 501 C3	August 2023 - September 2023	
Tax Exemption	State Federal EIN	TBD August 2023	

FACILITIES

Key Elements	Information	Deadline	Responsible Party
Finalize Facilities Location	<ul style="list-style-type: none"> • Obtain site approval and architectural review • Obtain a Certificate of Occupancy • Obtain evidence of all necessary inspections • Obtain evidence of insurance 	December 2024	
Finalize Lease or Purchase Agreement	Submit Lease Submit Note or Bond	December 2024	
Obtain School Code from SDOE	Issued by SDOE once approved	December 2024	
School Signage	<ul style="list-style-type: none"> • Safety and evacuation plans in each 	May 2025	

	<p>classroom or where students may be present</p> <ul style="list-style-type: none"> • Exit and fire/emergency evacuation signage are posted • Exterior signage identifying the charter school by name and address is in place 		
Postings & Policies	<ul style="list-style-type: none"> • State and Federal Laws: Required state and federal employment laws are posted in an area that staff can readily access/review them • Complaint Policy: A copy of the school's complaint policy is on file in the school office and accessible to 	May 2025	

	parents		
Office furniture, Supplies, Technology (Admin) & Common Areas	Research state surplus entities Research existing district entities (Drayage)	May 2024	
Pick-Up/ Drop -Off Designation	Written, detailed plan with times and locations for student drop-off and pick-up before, during, and after school	May 2024	
Disability Accessibility	Clear procedure for entrance and egress from the building that ensures student safety	May 2024	
Securing Student Records	IEPs, Health Records, Student Records	May 2024	
Health Office	<ul style="list-style-type: none"> Locked Storage for Medications : Written assurances and a designated location for all medications, including self-directed medications, assuring they will be locked unless permission has been 	May 2024	

	<p>given by a doctor to have the medication carried by the student (i.e., EpiPen, inhaler)</p> <ul style="list-style-type: none"> • A lockable refrigerator for medications is a requirement • Adequate Space for Treatment and Storage of Medical Records • Provision for the Disposal of Sharps, including needles, syringes, etc. 		
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STUDENTS & PARENTS

Key Elements	Information	Deadline	Responsible Party
Policies related to enrollment and student lotteries	Enrollment & Lottery Procedures Document	January 2024	
School Applications	Finalize Document Open Enrollment Date & Tracking of applications received	January 2024 August 2024	
Student Handbook	Finalize Document	February 2024	

Parent Handbook	Finalize Document	February 2024	
Special Populations Policies & Procedures	<ul style="list-style-type: none"> • Intake process for serving students with disabilities that have existing IEPs • Identification and Eligibility procedures for students with disabilities • Home language survey and assessment process for English learners • Monitoring and service procedures for English learners • Notification and service procedures for homeless students. 	February 2024	
School Health Services	<ul style="list-style-type: none"> • School nursing policy • Vision, Hearing, Dental, and Nutrition 	March 2024	

	<ul style="list-style-type: none"> Screening • Diabetes Medical Management • Immunization Records 		
School Opening Marketing	See Marketing Plan	Ongoing	
Parent & Community Involvement	See Community Engagement Plan	Ongoing	
School Calendar	Create School Calendar Finalize Board Approved School Calendar	August 2023 May 2024	
Volunteering	<ul style="list-style-type: none"> • Policies for volunteers • Background checks • Training • Check-in procedure 	March 2024	

FINANCES

Key Element	Information	Deadline	Responsible Party
Budget Finalize Budget	<ul style="list-style-type: none"> • Must be approved by the governing board • Budgets will be adjusted as necessary to reflect changing enrollment 	August 2023 (1st Draft) January 2024	

Verify Enrollment for state allocation	Check with OSDE	May 2024	
Grant Programs	Are there potential grants we need to apply for?	Ongoing	
Federal Fiscal Registration	SAM. GOV	September 2023	
Create detailed monthly cash-flow projection for first year of operations		March 2024	
Accounting System	<ul style="list-style-type: none"> Accounting system with internal controls Contract with an accountant or bookkeeper Bank account OSDE state account compliance 	December 2024 January 2024 September 2023 TBD	
Payroll	Establish payroll system (Paycom) <ul style="list-style-type: none"> Deduction policy 	August 2023 January 2024 (Finalize)	

OPERATIONS

School Website & Email Set Up Site	Purchased Domain Confer to Marketing Plan	July 2023 September 2023	Responsible Party
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Legal Counsel	C. Pennington	Completed August 2023	
Student Records	Record Keeping Procedure	January 2024	
Health Services	<ul style="list-style-type: none"> • Identify Community Partner (Mary Mahoney or Community Health or OU Medical) • Written Plan 	November 2024	
Food Services	<ul style="list-style-type: none"> • Copy of food/vendor services contract • Appropriate state and local health department inspections and licenses 	November 2024	
Transportation	<ul style="list-style-type: none"> • Copy of contract with bus company • Transportation plan, including copy of health and safety certificates and copies of background check for transportation 	August 2024	

	<ul style="list-style-type: none"> • n provider Proof of appropriate and required insurance that meets local and statutory requirements 		
Safety	<ul style="list-style-type: none"> • Written plans for fire drills and emergency evacuations, including safety plans in accordance with local and statutory requirements • Contact has been made with State Fire Marshal and other state and local Emergency Management/Law Enforcement Agencies • Fire extinguishers on all floors have been inspected by 	August 2024	

	<p>duly qualified personnel and documentation is provided (i.e., tag on extinguisher or written inspection record)</p> <ul style="list-style-type: none"> • Hazardous areas: All electrical rooms, mechanical rooms, breaker or fuse boxes, janitorial closets with cleaners/chemicals, and other hazardous areas off limit to students are locked except when accessed by authorized personnel • The Department of Public Works has been contacted and a request has been made for the 		
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	<p>installation of school zone/speed limit signs</p> <ul style="list-style-type: none"> • The local police and fire department have been notified of the school's existence and any action items required by public safety officers have been shared 		
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SCHOOL PERSONNEL

Key Elements	Information	Deadline	Responsible Party
Personnel Handbook	See School Application	August 2023	
Hire School Lead	See Job Description	August 2024	
Teacher Retirement System (?) 401K	TBD	TBD	
Staffing Plan	See School Application	August 2023	
Recruit & Hire Teachers	See School Application	January 2025	
Personnel Records	Secure space (Lock & Key)	January 2025	
Mandatory Training	<ul style="list-style-type: none"> • Identifying and 	July 2025	

	<p>appropriately serving students with disabilities</p> <ul style="list-style-type: none"> • Identifying cases and reporting procedures for suspected instances of child abuse and neglect • Suicide prevention strategies • Emergency and severe weather response • OSHA Annual Safety Training 		
Staff Directory	<ul style="list-style-type: none"> • Complete staff directory, in accordance with the staffing plan • For teachers, including grade, subjects taught, and certification expiration date • Include non-instructional staff 	May/June 2025	

	and contract employees (i.e., special education consultants, cafeteria workers, security) used by the school		
Teacher Certification Licensure	<ul style="list-style-type: none"> • Provide copies of each administrator and certified teachers' credential(s) • Provide appropriate proof of compliance with statutory or regulatory exemptions (Alternative Certification) 	January 2025- June 2025	
Background Checks	<ul style="list-style-type: none"> • Complete background checks for each employee and any identified student-facing volunteers. 	Ongoing	
Employee Contracts	<ul style="list-style-type: none"> • Signed copies of employee 	January 2025-June 2025	

	contracts with position descriptions		
Staff Professional Development and Orientation	<ul style="list-style-type: none"> • Orientation for staff to familiarize them with the mission/vision and program of the school and to clarify their roles and responsibilities (i.e., agendas, sign-in sheets, etc.) 	July 2025	
Evaluation Measures and Process	<ul style="list-style-type: none"> • Performance evaluation criteria, designed evaluation, and outlined process, with timetable <ul style="list-style-type: none"> -School Lead -Other school administrators -Non-instructional staff -Teachers 	August 2024	

ACADEMIC PROGRAM

Key Elements	Information	Deadline	Responsible Party
School Calendar	<ul style="list-style-type: none"> • Calendar must include the instructional equivalent of 180 school days • Start Dates • Holidays • End Dates • Testing • Report Cards • Progress Reports 	December 2024	
SIS System	Infinite Campus MAP WIDA	August 2024	
Strategic Plan for Curriculum Instructional Methods & Implementation	<ul style="list-style-type: none"> • Select and procure curriculum • Acquire benchmark assessments • Develop/acquire lesson plans • Define the grading structure • Create a professional development schedule • Develop a system and process to analyze assessment 	August 2023 August 2024 Ongoing August 2023 January 2024 August 2024 August 2024	

	data and other educational outcomes (PLC/ Backwards Design)		
Testing Calendar & Training	OSDE Assessment Calendar	Spring 2026	
Instructional Materials & Supplies	PBL, STEAM, Textbooks	January 2025 Ongoing	

PROFESSIONAL LEARNING

Governance Training (School Board)	<ul style="list-style-type: none"> • Bylaws • Policies • Procedures • Team Building • State Requirements 	October 2024	Responsible Party
Curriculum & Content	All Staff	Summer 2025	
School Climate & Culture	All Staff	Summer 2025	
First Days of School	All Staff	Summer 2025	
Community Partners Collaborations	All Staff	Summer 2025	
SPED Education	All Staff	Summer 2025	

APPENDIX H

Willard C. Pitts Academy Employee Handbook

Willard C. Pitts Academy
EMPLOYEE HANDBOOK
2025-2026

WELCOME TO WILLARD C. PITTS ACADEMY

Dear Employee:

This employee handbook ("Handbook") contains information about Willard C. Pitts Academy employment policies and procedures. Our employment policies and procedures not only comply with federal and state employment laws, but also strive to retain, develop, and reward talented educators, administrators, support staff, and leaders.

Each employee is expected to read this Handbook carefully and know and abide by the policies outlined herein as revised over time, throughout your employment. No oral statement or representations can change the provisions of this Handbook. Willard C. Pitts academy reserves the right to revise, amend, delete, and add to the provisions of this Handbook. Nothing in this Handbook creates an employment contract, constitutes a legally binding agreement, or alters your "at will" status of employment in any way.

I _____, acknowledge that I have received a copy of the Employee Handbook. It is my responsibility to read and understand the contents of the Handbook, and agree to its directions and procedures.

I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook. I also understand that if I am ever unclear on any language, or policies and procedures in this Handbook, it is my responsibility to seek clarification from the School Lead.

Please sign and date this page of the Willard C. Pitts Academy Employee Handbook to acknowledge receipt and submit to the School Lead for clerical records. Please retain a copy for your personal reference..

Employee's Signature: _____ Date: _____

INTRODUCTION TO HANDBOOK

This Handbook is designed to help employees get acquainted with Willard C. Pitts Academy (hereinafter referred to as “WCPA” or the “School”). It explains some of our philosophies and beliefs, and describes some of our general employment guidelines. This Handbook is not intended to be an exclusive or comprehensive policies and procedures manual, we hope that it serves as a useful reference document for employees throughout their employment at the WCPA. Employees should understand, however, that this Handbook is not intended to be a contract, nor is it intended to otherwise create any legally enforceable obligations on the part of WCPA or its employees. In no form does the Handbook replace any official plan documents (e.g., health insurance, retirement plan, etc.) or insurance contracts, which will govern in all cases. This Handbook supersedes and replaces all previous personnel policies, practices, and guidelines.

Due to the fact that WCPA is a growing and changing organization, it reserves full discretion to add, revise, amend or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice. WCPA also reserves the right to interpret any of the provisions set forth in this Handbook in any manner it deems appropriate.

No individual other than the Board of Directors has the authority to enter into any employment or other agreement that modifies WCPA policy. Any such modification must be in writing.

This Handbook is the property of WCPA, and it is intended for personal use and reference by employees of WCPA. Use of this Handbook outside of WCPA requires the prior written approval of the School Lead.

Mission & Vision

The mission of the Willard C. Pitts Academy is to provide families with access to an educational environment that leverages community assets to drive well-rounded and rigorous academic excellence for 5th-8th graders.

By integrating innovation, choice, community, and culture we prepare students for a meaningful and sustainable livelihood.

At the Willard C. Pitts Academy, we cultivate meaningful and sustainable academic success through implementing an educational framework where school is a part of the

community landscape that integrates learning environments with placemaking and economic development.

CONDITIONS OF EMPLOYMENT

Equal Employment Opportunity Policy:

Willard C. Pitts Academy does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law as required by Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title I and Title V of the Americans with Disabilities Act of 1990, as amended (“ADA”); the Age Discrimination in Employment Act of 1967, as amended (“ADEA”); Section 504 of the Rehabilitation Act of 1973, as amended; the Genetic Information Nondiscrimination Act of 2008 (“GINA”); and any other legally-protected classification or status protected by federal, state, or local law.

WCPA is an equal opportunity employer. It is the policy of WCPA to afford equal employment and advancement opportunity to all qualified individuals without regard to:

- Race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists)
- Color
- Gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned)
- Sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to such)
- Religious creed (including religious dress and grooming practices)
- Marital/registered domestic partner status
- Age
 - National origin or ancestry (including native language spoken and possession of a driver’s license issued to persons unable to prove their presence in the U.S. is authorized by federal law)
- Physical or mental disability (including HIV and AIDS)
- Medical condition (including cancer and genetic characteristics)
- Taking of a leave of absence pursuant to the Family Medical Leave Act (“FMLA”), Pregnancy Disability Leave (“PDL”) law, Americans with Disabilities Act (“ADA”),

California Family Rights Act (“CFRA”), the Fair Employment and Housing Act (“FEHA”), or laws related to domestic violence, sexual assault and stalking

- Genetic information
- Sexual orientation
- Military and veteran status
- Any other consideration made unlawful by federal, state, or local laws.

This policy extends to all applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the WCPA will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the School Lead representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job, or if unknown, what job duties the disability impairs. WCPA will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform the job. WCPA will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

Employees can raise concerns and make reports without fear of reprisal. Employees with questions or concerns relating to equal employment opportunity, including discrimination and disability accommodations, are encouraged to bring these issues to the attention of the School Lead, or the designated Title VII/Title IX, ADA, or ADEA Coordinator.

The designated Title VII/Title IX, ADA, or ADEA Coordinator. **(School Lead Information Goes Here)**

All other complaints regarding equal employment opportunity may also be directed to: **(School Lead information Goes Here)**

EMPLOYMENT POLICIES

At-Will

Except if stated expressly otherwise by employment contract, it is the policy of WCPA that all employees are considered “at-will” employees of the School. Accordingly, either the School or the employee can terminate this relationship at any time, for any reason, with or without cause, and with or without advance notice.

Employment at-will is the sole and entire agreement between Willard C. Pitts Academy and you concerning the duration of your employment, and the circumstances under which your employment may be terminated.

This policy shall not be modified by any statements contained in this Handbook or employee applications, school memoranda, or any other materials provided to employees in connection with their employment. Further, none of those documents whether singly or combined, or any employment practices, shall create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

Classification

Willard C. Pitts Academy defines a full-time employee as an employee that is scheduled to work up to 40 hours within the work week. Therefore, a part-time employee is an employee that is scheduled to work 20 hours or less within the work week.

Contract employees are independent of the organization in connection with the performance of the work; performs work outside the course of business for the hiring organization; and routinely does work in an independently established manner specific to the school need.

Substitute employees work on an as needed basis.

- A. Employees may be hired as regular full-time employees or part-time employees.
- B. Employees will be placed on payroll and are eligible for all benefits upon start date.
- C. Employees who are not regular full-time or regular part-time (such as adjuncts, speech pathologists, psychometrists, or aids) will be contracted on an individual basis.

- D. WCPA will perform all payroll services, which may be rendered through a payroll service.
- E. The school will administer the benefits package for each employee.
- F. Employment is contingent upon cooperating in obtaining a background check.

Employment Eligibility

Prior to the start of employment, Willard C. Pitts Academy shall confirm the employment eligibility of all new hires by examination of documents establishing identity and employment authorization and completion of the Employment Eligibility Verification I-9 Form (“EEVF”) required by the Department of Homeland Security. Each new employee, as a condition of employment, must complete the EEVF and present appropriate documentation establishing identity and employment eligibility.

Criminal Background Checks

As required by law, all individuals working or volunteering at WCPA will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise the school's commitment to the safety and the well-being of students taking precedence over all other considerations.

Conditions that preclude working at WCPA include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during his/her employment with WCPA, be charged or convicted of any offense, the employee must immediately report the charge or conviction to the School Lead.

Professional Development

Willard C. Pitts Academy is committed to the professional development of all its employees. For instructional staff, Willard C. Pitts Academy provides training before the start of the school year, on-site coaching and modeling throughout the school year, day-to-day instructional leadership, and access to external workshops. For all staff, Willard C. Pitts Academy provides technical training before the start of the school year and throughout the year.

Personnel Evaluation

The following criteria will be followed for performance evaluation of certified staff:

Willard C. Pitts shall adopt one of the state approved Teacher Leader Effectiveness (TLE) evaluation frameworks. At least two performance evaluations will be conducted each year for all non-administrative instructional staff. One will be conducted in the fall, and one will be conducted in the spring by the same administrator. If the instructional staff

being reviewed is found to score below effective in overall score, the administrator who reviews the employee will establish a Plan for Improvement that clearly states performance goals and evaluation parameter(s) as well as a date of completion. If the Plan for Improvement is not completed to satisfaction or completed at all, then the administrator may determine disciplinary action be taken, including but not limited to reassignment of duties, demotion, suspension, termination of employment, or non-renewal for the following year. Instructional staff have the same rights to due process only for suspension and termination of employment and to the Complaint Procedure, as does any other employee.

If the instructional staff being reviewed is found to be below effective in any area during the fall evaluation, the administrator will clearly state performance goals and evaluation parameter(s) to be established for the spring evaluation. If the instructional staff member being reviewed is found to be below effective in any areas during the spring evaluation, then the administrator may determine disciplinary action be taken, including but not limited to reassignment of duties, demotion, suspension, termination of employment, or non-renewal for the following year. Instructional Staff have the same rights to due process only for suspension and termination of employment and to the Complaint Procedure, as does any other employee.

The Governance Board will conduct annual evaluations reviews for the School Lead.

If the school lead being evaluated is found to score below effective in any area, the governance board will establish a Plan for Improvement that clearly states performance goals and evaluation parameter(s) as well as a date of completion. If the Plan for Improvement is not completed to satisfaction or completed at all, then the governance board may determine disciplinary action be taken, including but not limited to reassignment of duties, demotion, suspension, termination of employment, or non-renewal for the following year. The School Lead has the same rights to due process only for suspension and termination of employment and to the Complaint Procedure, as does any other employee.

The following criteria will be followed for performance evaluation of non-certified staff:

All Non-Certified employees who are employed shall be evaluated at least once a year. Informal observations may occur at any time during the school year.

A. Non-Certified who receives an “Unsatisfactory” performance rating in his/her last performance evaluation will have a conference with his/her supervisor who will recommend to the School Lead the appropriate next steps.

Reduction In Force

There may be times when the school must take steps to reduce the number of its employees. As a part of that process, the governance board believes that the needs of the students of the school should be given first consideration in any reduction in force decisions. Other factors that will be considered are course(s) taught by the employee(s) and the training, experience, special qualifications, and evaluations of the affected employee(s).

Suspension/Dismissal Non-Employment

Discipline may range from a verbal warning to termination. The matter may also be resolved by implementation of a Plan for Improvement. The employee shall be advised verbally and in writing of the discipline being imposed and the basis for the discipline. The employee shall have the opportunity to be heard, to present a written response, and to present witnesses in their support before any discipline is imposed. The school lead shall render a decision as to whether any discipline is to be imposed, and to what extent, only upon full review of all facts and information pertinent to the matter, which shall include the written response of the employee, the oral statements of witnesses, including the employee, and any other pertinent information. Upon the conclusion of this review, the school lead shall render his/her decision. The school lead's decision shall be in writing and provided to the employee. The employee shall sign and date a copy of the decision acknowledging their receipt of the decision. In the event such involves the school lead, school lead shall be replaced with the governance board above.

If it is the opinion of the school lead that the employee presents a direct threat to the safety and/or welfare of any student, the district, any district employee, the property of the district, or any person, the school lead may immediately suspend the employee with pay and arrange for a hearing before the governance board, where the procedures herein shall be followed as soon as is practicable. In such cases, the employee will be immediately escorted off the school's premises and grounds. All disciplinary actions, suspensions, and/or dismissals of an employee may adhere to the employee complaint procedure.

Employee Complaint Procedure

Willard C. Pitts Academy 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 school lead aims 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 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.

A. The complaint process shall begin with the affected employee submitting a written or emailed statement to the school lead 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 school lead in his/her determination. The employee may provide the school lead 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 five (5) working days of the alleged event. The school lead shall provide the employee with a written or emailed and dated acknowledgment of receipt of the complaint. This acknowledgement shall include the date and time when the employee is to meet with the school lead. The school lead shall meet with the employee to discuss the complaint no later than five (5) working days after the receipt of the complaint.

B. After discussing the complaint with the employee, reviewing the information provided and conducting an investigation, if any, the school lead shall make a determination concerning the complaint and shall submit a written or emailed decision, no later than five (5) working days after the meeting between the school lead and the employee. The employee shall sign a copy of the decision acknowledging the date of their receipt of such.

C. If the employee does not agree with the decision of the school lead, the employee may appeal that decision to a mediator by providing a written notice of appeal to the board no later than five (5) working days from the date the employee received the school lead's decision. The appeal shall contain a copy of the written or emailed statements from the original complaint and a copy of the school lead's decision. The mediator 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 mediator shall schedule a meeting with the school lead and the employee to discuss the issues in the appeal. The mediator's review shall be limited to the evidence reviewed by the school lead, the meeting with the school lead and employee and any written/mailed statement(s) provided by the school lead and/or employee supporting their respective positions.

2. Upon the mediator's review of the evidence, the meeting with the school lead and any written/mailed statement(s) provided by the school lead and/or employee, if submitted, the mediator shall make a decision concerning the complaint.

3. The mediator shall provide their decision, in writing, to the employee and school lead no later than five (5) working days after the employee provides the notice of appeal to the governance board.

4. The employee shall sign a copy of the mediator'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 school lead. The mediator shall confirm by email to the employee their refusal to sign the acknowledgement.

5. The mediator may either uphold or overturn, in whole or in part, the school lead's decision. If the mediator overturns, in whole or in part, the school lead's decision, they may, in their discretion, determine that an alternate decision is appropriate, in which case the mediator's alternate decision shall supersede the decision of the school lead. If the mediator overturns the school lead's decision in part, but does not enter an alternate decision, then the remaining part(s) of the school lead's decision which was/were not overturned shall remain in full force and effect.

D. In a situation involving a complaint regarding the school lead, 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 governance board 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. The employee may provide the governance board 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 board no later than five (5) working days of the alleged event. The board 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 governance board shall meet with the employee to discuss the complaint no later than five (5) 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 board shall make a determination concerning the complaint and shall submit a written or emailed decision, which may contain a plan of action required to resolve the complaint, if appropriate, to the employee no later than five (5) working days after the meeting between the governance board 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 governance board the employee may appeal that decision to legal counsel for mediation by providing a written notice of appeal to the Governance Board President no later than five (5) working days from the date the employee received the board's decision. The appeal shall contain a copy of the written or emailed statements from the original complaint and a copy of the board's written decision. The president of the board shall sign a copy of the notice of appeal acknowledging the date of their receipt of such.

4. Legal Counsel may either uphold or overturn, in whole or in part, the board's decision. If legal counsel overturns, in whole or in part, the board's decision, the remaining part(s) of the board's decision which was/were not overturned shall remain in full force and effect.

Leave

The governance board respects the individual needs of employees to have access to proper amounts of leave time. Leave time will be provided for employees to be absent when necessary. To protect employees against loss of salary due to certain absences, employees are eligible for paid absences as set out herein. Employees shall complete the appropriate leave form prior to taking said leave unless prevented by an emergency, in which case they are to complete the form as soon as possible.

Employees should make requests sufficiently in advance of the need for the leave, unless circumstances prevent such, to provide the school reasonable time to cover the employees' duties.

Employees' leave days will be calculated based on contractual hours.

The following is how Willard C. Pitts Academy will administer its leave policy.

- A. The governance board or his/her designee will administer leave policy for the school lead.
- B. The school lead will administer and supervise the leave policy for the school site.
- C. The administrative assistant will document all leave requests.
- D. The following is a list of the leave provided by the school:

- Family Leave (FMLA)
- Sick Leave
- Personal Leave
- Emergency Medical Leave
- Emergency Leave
- Bereavement Leave
- Military Leave
- Legal Leave

The governance board further would like to express its confidence in the faculty and staff for their expression of professionalism and judicious use of leave time. If the governance board and/or school lead has found the reason for leave has not been substantiated, they will inform the employee of their concern. The school lead shall initiate an investigation of the matter. In conducting such, the employee may be required to submit appropriate evidence concerning the cause of his/her absence in order to qualify for the leave benefits.

If necessary, a hearing before the governance board shall be scheduled for consideration of disciplinary action against the employee. Abuse of leave is cause for and will result in disciplinary action which can range from a verbal warning to termination. Verbal warnings will be noted in the employee's file. Any discipline to be imposed will be pursuant to the school's discipline policy herein. The following are examples of abuse of leave, which may lead to disciplinary action:

- (1) a pattern of taking leave on Fridays and the Mondays
- (2) a pattern of taking leave on the day before or after a holiday
- (3) misrepresenting the actual reason for the need of the leave
- (4) exceeding the days allowed for the leave when the leave has been exhausted
- (5) a pattern of taking the leave the day after payday;
- (6) working elsewhere during the leave.

Leave may be denied by the governance board or school lead if they believe the student population will be underserved.

Immediate family, for leave purposes, shall be defined as spouse, parent, guardian, child, ward, brother, sister, grandparent, grandchild, or each similar relationship established by marriage. Family is defined differently for purposes of the Family and Medical Leave Act (FMLA) which is described below.

FMLA leave runs concurrently with paid time off and workers' compensation benefits. Employees are required to exhaust paid FMLA leave (e.g., sick leave, emergency leave, emergency medical leave, and personal leave) before taking unpaid FMLA leave.

ELIGIBILITY

To be eligible for FMLA leave, an employee must have:

1. Worked at least 12 months for Willard C. Pitts Academy (need not be consecutive)
 2. Worked at least 1,250 hours during the 12 months preceding the need for leave.
- Paid time off and unpaid leave are not included in determining hours actually worked.

QUALIFYING REASONS

FMLA leave may be taken for more than one qualifying reason but is limited to a total of 12 weeks in a 12-month period. The eligibility requirement must be verified with the first FMLA leave request and for each new qualifying reason during the rolling calendar year.

Qualifying reasons for FMLA leave:

1. Birth of a child and to care for a newborn child of the employee or spouse*
2. Placement with the employee of a child for adoption or foster care**
3. Care for the employee's spouse, child, or parent with a serious health condition.
4. A serious health condition that makes an employee unable to perform the functions of the employee's job.

* For the purpose of parental bonding with a newborn, the employee is entitled to 12 weeks of job protected leave. Sick leave can only cover the portion of illness or disability for the employee or child which would typically be 6 weeks for a normal vaginal childbirth and 8 weeks for a Csection birth. To support employees due to the inability for cumulative leave, maternity leave will be awarded 6 weeks paid leave and paternity leave will be awarded 3 weeks paid leave, not including school leave provided. Employees wanting to extend such leave may utilize personal leave, emergency leave, and sick leave.

** For the purpose of parental bonding with an adopted or foster child, the employee is entitled to 12 weeks of job protected leave. To support employees due to the inability for cumulative leave, maternity leave will be awarded 6 weeks paid leave and paternity leave

will be awarded 3 weeks paid leave, not including school leave provided. Employees wanting to extend such *leave may utilize personal leave, emergency leave, and sick leave.*

QUALIFYING EXIGENCY LEAVE AND MILITARY CAREGIVER LEAVE

Active-duty service members qualifying for exigency may use up to 26 weeks in a 12-month period. Covered active duty means duty during deployment to a foreign country.

1. A qualifying exigency arising out of the employee's spouse, child, or parent's covered active duty or call to active duty in support of a contingency operation. Qualifying exigency leave is a FMLA-qualifying reason for which an eligible employee may use his/her entitlement for up to 12 work weeks of FMLA leave each year. An eligible employee may take 12 weeks of leave for both qualifying exigencies leave and leave for a serious health condition.
2. Care for a covered service member, current member of the Armed Forces, including Regular National Guard or Reserves, with a serious injury or illness incurred in the line of active duty if the employee is the spouse, child, parent, or next of kin of the service member.

DEFINITION OF FAMILY MEMBER

Family Medical Leave Act (FMLA) leave can be used to care for a family member with a serious health condition. Documentation (birth certificate, court document) may be requested to confirm the family relationship and age of the child. The federal FMLA defines family member as:

1. Spouse – husband or wife, including those in same-sex marriages
2. Own Parent (not parent “in-laws”)
3. Child – biological, adopted or foster child, stepchild, legal ward, or a child of a person standing “in loco parentis” who is either under the age of 18, or 18 or older and incapable of self-care because of mental or physical disability
4. Covered service member.

SERIOUS HEALTH CONDITIONS

1. Inpatient Care – requiring overnight hospitalization and subsequent treatment
2. Continuing Treatment
3. A period of incapacity of more than three full consecutive calendar days
4. An in-person visit to a health care provider within 7 days of the first day of incapacity and a second in-person visit within 30 days of the first day of incapacity or
5. An in-person visit to a health care provider within 7 days of the first day of incapacity followed by a regimen of continuing treatment such as a course of medication or physical therapy

6. Chronic conditions continuing over an extended period of time (e.g., asthma, diabetes, migraine headaches)
7. Any period of incapacity (inability to perform essential duties of job or perform other regular daily activities)
8. May cause episodic rather than continuous incapacity
9. Requires at least two visits annually to the health care provider
10. Permanent or long-term conditions (e.g., Alzheimer's, stroke, terminal diseases)
11. Requires continuing supervision by a health care provider
12. Conditions requiring multiple treatments (e.g., chemotherapy, dialysis, physical therapy)
13. Restorative surgery or conditions, if left untreated, would result in incapacity of more than 3 full consecutive calendar days

INTERMITTENT/REDUCED SCHEDULE LEAVE

1. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.
2. Intermittent/reduced schedule leave may be taken when medically necessary, as provided on FMLA certification, to care for a seriously ill family member, or because of the employee's serious health condition.
3. Intermittent/reduced schedule leave may not be taken to care for a newborn or newly placed adopted or foster care child. Only with approval by the school lead will an exception be made.

Only the amount of leave actually taken while on intermittent/reduced schedule leave will be charged against an employee's FMLA leave.

Employees may not be required to take more FMLA leave than necessary to address the circumstances that cause the need for leave. Employees needing intermittent/reduced schedule leave for foreseeable medical treatment must work with the site school lead to schedule the leave so as not to unduly disrupt the school/department's operations, subject to the approval of the employee's health care provider. In such cases, the employee may be transferred temporarily to an alternative job with equivalent pay and benefits that accommodate the recurring periods of leave better than the employee's regular job.

SPECIAL RULES FOR SCHOOLS

Congress recognized there could be a substantial disruption to the educational process from instructional employees taking leave at certain times during the academic year or for certain intervals. As a result, there are special rules in the FMLA regulations regarding "instructional employees" of public and private elementary and secondary schools. "Instructional employees" are those whose principal function is to teach and instruct students in a class, small group, or individual setting. Thus, "instructional

employees” includes not only teachers in the school, but also athletic coaches and special education assistants. For “instructional employees,” the following rules apply:

1. With regard to intermittent or reduced schedule leave, the school may require the employee to choose:

- a. To take leave of a particular duration not to exceed the duration of the planned leave (the entire period of leave is counted as FMLA leave)
- b. To temporarily transfer to another position, so long as such position has equivalent pay and benefits and is a position for which they are qualified. The position also has to better accommodate the employee’s intermittent leave.

If leave is requested near the end of the term, the following rules apply regarding job restoration:

1. Leave within the last 3 weeks of the end of the academic term – for a purpose other than the instructional employee’s own serious health condition, WCPA may require continuous leave until the end of the term if the period of leave lasts more than 5 working days.
2. Leave within last 5 weeks of the academic term for a purpose other than the instructional employee’s own serious health condition, WCPA may require continuous leave until the end of the term if the period of leave is longer than 2 weeks; and if the result to work would occur within 2 weeks of the end of the academic term.
3. Leave more than 5 weeks PRIOR to the end of the academic term – WCPA may require continuous leave until the end of the term if the period of leave is at least 3 weeks; and the return to work would occur during the last 3 weeks of the academic term.

In these cases, only the period of leave taken until the employee is ready to return to work may be charged against the instructional employee’s 12 weeks of FMLA. When counting 1250 hours worked, teachers can use work time before and after school to determine hours worked. As a benchmark, teachers physically working 9 months of the year would meet the 1250 benchmark if they worked 35 hours a week.

RETURNING FROM FMLA

The employee shall notify the school lead of their fit for duty/return to work three (3) business days in advance of the return work date. School Lead will evaluate the notification to verify there are no restrictions that will cause the employee not to be able to perform the essential duties of his/her job. If there are no restrictions or minor restrictions below what is required for the job, employee will return to work with any restrictions that might be needed. If there are restrictions that do not allow the employee to perform the essential duties of their job, the employee will not be allowed to return to

work until the principal and employee have time to meet and discuss if reasonable accommodations can be made.

The employee is expected to be at work on the date indicated by the school lead. If the employee does not come back to work that day, the employee will have an unexcused absence. An employee who is returning from an approved FMLA absence will be returned to the same position held at the time the leave began or to an equivalent position. An employee on FMLA leave whose position is affected by a reduction in force or reassignment, may not be reinstated if it can be demonstrated the reduction in force or reassignment would have occurred had the employee been working and not on FMLA leave.

Key employees (employees who are among the highest 10% compensated) may be an exception to the reinstatement rule if reinstatement would result in “substantial and grievous economic injury” to the school . If circumstances allow, the school lead will notify the key employee before the FMLA leave begins that reinstatement might not be available when they are ready to return to work.

SUBSTITUTION OF ACCRUED LEAVE

All time missed in a work day due to FMLA leave is charged to available leave accruals, starting with sick leave (if the leave qualifies to use sick leave), and personal (if eligible). If an employee is to be gone for an FMLA eligible reason, that time off shall be charged to FMLA. This time off shall be charged to non-exempt (hourly paid) and exempt employees (salaried, including instructional and professional exempt staff). When on FMLA leave and all paid time-off accruals have been exhausted, FMLA leave will convert to unpaid FMLA leave status. As previously stated, employees are required to exhaust all available paid leave before taking unpaid FMLA leave.

MAINTENANCE OF HEALTH BENEFITS

When an employee is on FMLA leave and all paid time-off accruals have been exhausted, the employee will go into FMLA leave without pay status. The employee, in this unpaid status, will continue to have the employer paid health benefits while on FMLA; however, the employee will need to make arrangements to pay for any employee paid (optional) benefit deductions (i.e., dental insurance, dependent medical insurance) when going out on FMLA leave. The coverage will be dropped if payment is more than 30 days late. Other benefits, including board paid contribution (if eligible) and cash payments chosen by the employee instead of group health insurance coverage, will not be maintained during the period of unpaid FMLA leave. Accrued paid leave, such as personal leave, will not continue to accrue during the period of unpaid leave, including FMLA.

NOTICE OF LEAVE

Eligible employees seeking to use FMLA leave need to provide a 30-day advance notice of the need to the school lead, or as soon as practicable when the need is not foreseeable.

SUBMITTING TIME OFF FOR FMLA

Employees are required to submit their leave in the same way they would for any other leave request.

1. Teachers need to submit their leave requests, requesting a substitute as well as through any other method requested by the School Lead.
2. Support employees need to submit their leave requests to the School Lead.
3. Employees should keep in contact with the school lead and administrative assistant periodically during the FMLA leave to let them know if the employee is on track for returning on the date listed on the request.
4. If the employee is unavailable to enter their time due to the severity of their illness, the School Lead or administrative assistant must enter the time on the employee's behalf.
5. All FMLA time off should be entered and accounted for by the school lead or administrative assistant.

RECERTIFICATION OF FMLA

A. Generally, an employer may request recertification for leave taken because of any employee's own serious health condition or the serious health condition of a family member no more than every 30 days and only in connection with an absence by the employee.

B. If the medical certification indicates that the minimum duration of the condition is more than 30 days, an employer must wait until the minimum duration expires before requesting recertification, unless subsection C applies. In all cases, an employer may request a recertification of a medical condition every six months in connection with an absence by the employee. Accordingly, even if the medical certification indicates that the employee will need intermittent or reduced schedule leave for a period in excess of six months (e.g., for lifetime condition), the employer would be permitted to request recertification every six months in connection with an absence.

C. An employer may request recertification in less than 30 days if:

1. The employee requests an extension of leave
2. Circumstances described by the previous certification have changed significantly, (e.g., the duration or frequency of the absence, the nature or severity of the illness, complications)

3. The employer receives information that casts doubt upon the employee's stated reason for the absence or the continuing validity of the certification.

The employee must provide the requested recertification to the employer within the time frame requested by the employer, which must allow at least 15 days after the employer's request, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

The employer may ask for the same information when obtaining recertification as that permitted for the original certification. The employee has the same obligations to participate and cooperate (including providing a complete and sufficient certification or adequate authorization to the health care provider) in the recertification process as in the initial certification process. As part of the information allowed to be obtained on recertification for leave taken because of a serious health condition, the employer may provide the health care provider with a record of the employee's absence pattern and ask the health care provider if the serious health condition and need for leave is consistent with such a pattern.

Any recertification requested by the employer shall be at the employee's expense unless the employer provides otherwise. No second or third opinion on recertification may be required.

SICK LEAVE

A. Employees may be absent from duty because of personal accidental injury, illness or pregnancy, or illness in their immediate family without loss of salary not to exceed ten (10) days during each school year. The right to sick leave shall be vested at the beginning of the school year.

B. Unused sick leave shall be cumulative starting in 2025-2026 for the use of Emergency Medical Leave only. This cumulative leave is eliminated if the charter district no longer exists or if the employee leaves WCPA.

C. If, after exhausting all sick leave, a teacher is absent from his/her duties due to personal accidental injury, illness or pregnancy, or illness in their immediate family, the teacher shall receive for a period not to exceed twenty (20) days his/her full contract salary less the amount:

1. actually paid a certified substitute teacher for his/her position if a certified substitute teacher is hired

2. normally paid a certified substitute teacher for his/her position if a certified substitute teacher is not hired.

D. If, after exhausting all twenty (20) days of additional sick leave, then the school lead may determine disciplinary action be taken, including but not limited to reassignment of duties, demotion, suspension, termination of employment, or non-renewal for the following year.

E. Sick leave may run concurrently with FMLA time.

PERSONAL LEAVE

A. WCPA shall provide for up to three (3) days of personal leave for each employee per school year.

B. If, after exhausting all personal leave, a teacher is absent due to personal reasons, the teacher shall receive an additional three (3) days of unpaid personal leave.

C. If, after exhausting all three (3) days of additional personal leave, then the school lead may determine disciplinary action be taken, including but not limited to reassignment of duties, demotion, suspension, termination of employment, or non-renewal for the following year.

D. Personal leave is not cumulative. Any requested personal days immediately preceding or following a school holiday will be denied. Any requested personal days the first three student days of school and last three student days of school will be denied. For any requested personal days during parent/teacher conferences, the teacher must reschedule all appointments with those parents after school hours.

E. Unused personal leave will be converted to unused sick leave at the end of the fiscal year.

EMERGENCY MEDICAL LEAVE

WCPA shall provide an opportunity for employees to use cumulative sick leave earned in the school each school year. The term emergency medical leave shall be construed to mean a serious health condition that makes an employee unable to perform the functions of the employee's job. In order for emergency medical leave to be used, the employee must be eligible for FMLA under Qualifying Reason four (4), and properly signed FMLA documentation by a medical practitioner must be provided stating that the employee is unable to perform their duties.

EMERGENCY LEAVE

WCPA shall provide for not more than three (3) days of emergency leave per school year. The term emergency shall be construed to mean a situation or occurrence of a serious nature, developing suddenly and unexpectedly and demanding attention within 24 hours of the request for emergency leave. This does not include emergency medical leave. Emergency leave is not cumulative and does not accrue. Requests for emergency leave shall be made in writing and in advance, if possible. If an advance request is not possible, the written request shall be filed within one (1) day after returning to work.

Leave may be granted, not to exceed ten (10) working days per school year, to an employee who is affected by state or federally declared disaster in Oklahoma if:

- The employee suffered a physical injury as a result of the disaster
- An immediate family member or household member of the employee suffered a severe physical injury or died as a result of the disaster
- The domicile of the employee or the domicile of an immediate family member of the employee was destroyed as a result of the disaster
- Additional time may be allowed if circumstances warrant.

BEREAVEMENT LEAVE

Employees shall be provided with up to three (3) total days of bereavement leave following the death of a member of their immediate family. Immediate family shall be defined as the employee's spouse, parent or guardian, child, brother, sister, aunt, uncle, grandparent, grandchild, first-cousin or each similar relationship as established by marriage, or a person residing in the same household as the employee.

MILITARY LEAVE

Military leave shall be granted to qualified employees to perform a variety of military duties under this regulation. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists, National Guard members for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Nothing in this regulation shall supersede, nullify or diminish any federal or state law (including any local law or ordinance), that provides guidance for this matter. Refer to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), enacted October 13, 1994 (Title 38 U.S. Code, Chapter 43, Sections 4301-4333, Public Law 103-353) for guidance. Human Resources (HR), and/or the Employer Support of the Guard and Reserve (ESGR), can be contacted for clarity or items not in this regulation. Employees shall provide advance notice of military service unless military necessity prevents such

notice or unless notice is otherwise impossible or unreasonable. Such oral or written notice can be provided by the employee or by an appropriate Officer, Non-Commissioned Officer or Non-Commissioned Officer in Charge (NCO or NCOIC) of the service branch. All employee documents and leave request(s) will be submitted to the school lead. Employees will be entitled to 30 paid days of military leave for teachers and 20 paid days of military leave for all other employees, and will be entitled to reinstatement without loss of status, efficiency rating and benefits to the extent allowed by law. Military leave may be used for all activations, active duty and non-active duty training or duty. Once the military leave is exhausted, the employees will be placed on unpaid military leave and personal business leave may not be used.

REEMPLOYMENT RIGHTS

Employees who volunteer or are called to military service may have reinstatement rights to their employment upon their discharge from active service or their return from short-term assignments, such as weekly drills, weekend drills, summer encampments, or cruises, consistent with USERRA. In order to qualify for reemployment rights, the employee must be qualified as set forth in these regulations and USERRA and must have been employed on a regular basis. The employee cannot be absent for a period greater than 5 years unless the employee qualifies for an exception as set forth by USERRA. The employee must be or have been separated from the service under honorable conditions. Employees who are employed as temporary employees for a definite, nonrecurring period of time are not eligible. Reemployment rights regarding seniority, status, career path, benefits, insurance coverage etc., will all be in accordance with USERRA, and the district will defer to USERRA in situations not covered by this regulation.

MILITARY CAREGIVER LEAVE

Employees who are the covered relation or next of kin of a covered service member and are needed to provide care for that covered service member may be eligible to take up to a total of 26 weeks of Military caregiver Leave within a single 12-month period and be restored to the same or an Equivalent Position upon returning to work, provided the employee meets the eligibility requirements. See the FMLA Regulation for further guidance.

LEGAL LEAVE

Legal leave shall be granted to employees who have been summoned for jury duty or subpoenaed as a witness in any civil, criminal, administrative or juvenile proceedings. Jury duty leave shall only be for the actual number of days of jury duty for which the employee is paid by the court.

EDUCATION EMPLOYEE INJURED BY ASSAULT OR BATTERY LEAVE

An education employee who is injured as a result of an assault or battery upon the person of the employee while the employee is in the performance of any duties as an education employee shall be entitled to a leave of absence from employment with the school without a loss of leave benefits.

COMPENSATION & PAY SCHEDULES

Payroll

All exempt employees and non-exempt employees are paid twice a month on the 15th (fifteenth) and on the 30th (thirtieth) of each month. If either one of these dates falls on a weekend or holiday, the pay date will be the prior workday. Pay dates will be posted in the main office.

The method of pay may be changed at any time, with or without advance notice. Employee pay will either be directly deposited into the employee's financial institution of choice, or delivered through other legal means. Pay will not be released to any person other than the employee to whom pay is due, without the employee's prior written authorization.

Pay due will include earnings per time clock submissions for non-exempt employees for all work performed through the end of the previous payroll period and per the exempt work agreement period for exempt employees.

In the event that a regularly scheduled payday falls on a day off, such as a weekend or holiday, employees will be paid on the last day of work prior to the regularly scheduled payday.

Willard C. Pitts Academy pays all exempt salaried employees an annualized salary over 12 months, regardless of the number of months worked during the school year. Exempt employees will be paid in equal monthly payments beginning with the first pay period of the school year.

Salaries, Wages, and Stipends

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. Salaries and wages are reviewed periodically and adjusted

according to the budgeted amounts approved by the Board of Directors. Employees should contact the School Lead for further information concerning their own salary.

As required by law, the School shall withhold Federal Income Tax, State Income Tax, Social Security (FICA), non depending on whether the employee is Certificated or Non Certified, from each employee's pay as follows:

1. Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.
2. State Income Tax Withholding: The same factors which apply to federal withholdings apply to state withholdings.
3. Social Security (FICA): The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School.
4. Teacher Retirement, if applicable.
5. Child support and spousal maintenance, if applicable.

LIFE INSURANCE

In an effort to support employees and their families, a life insurance policy selected by the school shall be provided and paid by the school for each employee. However, if an employee desires more than what is offered by the school, the employee will pay the difference between coverages.

EMPLOYEE RETIREMENT

It shall be the policy of the WCPA Governance Board to adhere to the state law concerning the Oklahoma Teachers' Retirement System. Therefore, employees shall become members of the retirement system as a condition of their employment. Contributions to the Teachers' Retirement System shall be deducted from the employee's salary at the currently established rate, less any amount contributed by the school.

EMPLOYER-EMPLOYEE BARGAINING

At Willard C. Pitts Academy, we prioritize open communication, transparency, and fairness in our interactions with our faculty and staff. While we do not establish an employer-employee collective bargaining agreement, we are committed to providing a structured framework for addressing key aspects of employee engagement. Our approach emphasizes due process, professional learning, grievance resolution, and financial

reimbursements to enhance student programming. This ensures a collaborative and supportive environment for our dedicated team.

- **Due Process for Employee Contract Negotiations**

We uphold a clear and systematic approach to employee contract negotiations. Before the commencement of each contract period, the school administration will engage in meaningful discussions with representatives from our staff, considering factors such as compensation, benefits, and working conditions. This collaborative process aims to foster mutual understanding and establish equitable terms for both parties.

- **Professional Learning**

Willard C. Pitts Academy is committed to nurturing the professional growth of our faculty and staff. We offer a range of professional development opportunities, including workshops, seminars, and training sessions, aimed at enhancing skills and expertise. Faculty and staff are encouraged to participate in these opportunities to continuously improve their teaching methods and contribute to a high-quality educational experience for our students. Employees who attend approved professional learning opportunities outside of Willard C. Pitts Academy may be eligible for reimbursement of expenses incurred, subject to approval, documentation and budget availability.

- **Grievance Resolution Process**

In the event that an employee experiences a concern or dispute, we have established a structured grievance resolution process. This process provides a formal avenue for employees to voice their concerns and seeks to address issues in a fair and timely manner. Open communication and collaboration between all parties involved are integral to resolving grievances and maintaining a positive working environment.

- **Monetary Reimbursements for Student Programming**

To further support our commitment to student success, we offer monetary reimbursements for expenses directly related to student programming. Faculty and staff who incur costs associated with enhancing student learning experiences, extracurricular activities, or classroom materials may be eligible for financial support, subject to approval, documentation and budget availability. This initiative demonstrates our dedication to enriching our students' educational journey.

SCHOOL CLOSURE

Willard C. Pitts Academy is dedicated to fostering a transparent and supportive work environment for our employees. As part of this commitment, we have established the

following comprehensive plan for the disclosure of employment rights in the unfortunate event that the charter school closes or the charter is not renewed. We recognize the importance of providing clear information and guidance to our staff members during such circumstances.

- **Timely Communication**

In the event that the charter school closure or non-renewal becomes a possibility, we will promptly communicate this information to our employees. This communication will include details about the situation, the reasons for the closure or non-renewal, and the anticipated timeline for the process.

- **Employee Information Sessions**

We will organize information sessions to provide our employees with a platform to ask questions, seek clarification, and voice concerns. These sessions will be facilitated by school leadership and will aim to address any uncertainties that employees may have regarding their employment rights.

- **Rights and Entitlements**

We will provide clear and concise information about the employment rights, entitlements, and benefits that our employees are entitled to in the event of a school closure or non-renewal. This information will encompass topics such as severance packages, accrued benefits, and the process for accessing unemployment assistance.

- **Assistance with Transition**

Willard C. Pitts Academy is committed to assisting our employees in navigating the transition during these challenging times. We will provide guidance on job search resources, resume building, interview preparation, and connecting employees with relevant support services in the community.

- **Collaboration with Relevant Authorities**

We will work closely with relevant local authorities, educational institutions, and other stakeholders to ensure a smooth transition for our employees. This may include collaborating with job placement agencies, sharing employee profiles with potential employers, and facilitating networking opportunities.

- **Continued Support**

Our commitment to our employees does not end with the closure or non-renewal process. We will continue to offer assistance and support as employees seek new opportunities,

providing references, letters of recommendation, and ongoing communication to aid in their job search.

HEALTH INSURANCE

Willard C. Pitts academy health insurance plans will be provided through the Education Employees Group Insurance provides employees access to medical, dental, and vision insurance benefits effective their first day of employment. In an effort to support the district employees, a medical, dental, vision, and life insurance package shall be provided and paid by the district for each employee, but not for additional beneficiaries. However, if such an employee desires more than what is offered by the district, the employee will pay the difference between coverages.

If such employee desires to not partake in the district health insurance, the employee will be provided a payment in lieu of insurance as stated in the district salary schedule. No payment in lieu of insurance will be provided for dental or vision insurance.

EMPLOYEES RIGHT TO KNOW

We will ensure all employees have access to relevant information about their rights, responsibilities, and potential hazards in the workplace, and maintain an up-to-date and comprehensive employee handbook.

Willard C. Pitts Academy will plan for both in-person and digital training options to accommodate different learning styles and remote employees. We will establish a training schedule that aligns with onboarding, annual refreshers, and as-needed updates.

Training sessions will be conducted in-person for new hires during onboarding and for existing employees. We will utilize interactive e-learning modules accessible through our learning management system.

We will maintain accurate and up-to-date records of employee training completion, including dates and methods of training. Employees will sign acknowledgment forms confirming their receipt and understanding of the handbook and training.

Each employee with a physical or digital copy of the Employee Handbook. We will ensure the handbook and training materials are easily accessible on our intranet or employee portal.

Employees will be notified of the availability of the handbook and training through various channels such as emails, bulletin boards, and announcements.

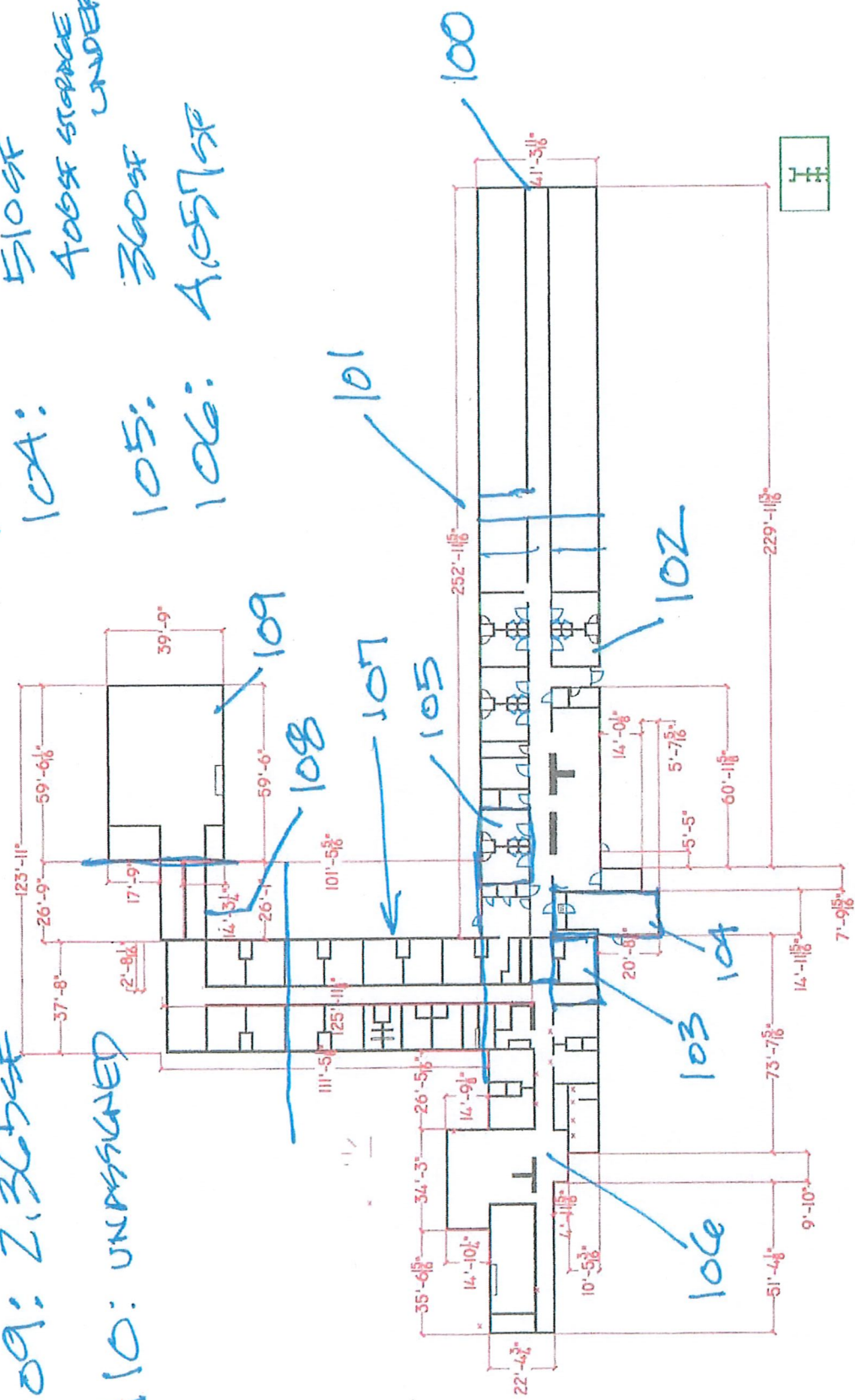
As a means to have continuous improvement in our policies and procedures, Willard C. Pitts Academy will solicit feedback from employees about the effectiveness and clarity of the handbook and training materials to identify areas for improvement and make necessary updates.

APPENDIX I

Facilities/Facility Plan

100/101: 4,282sf
 102: 5,092sf
 103: 315sf
 104: 510sf
 105: 400sf STORAGE UNDER
 106: 360sf
 107: 4,057sf

107: 2,313sf
 108: 2,212sf
 109: 2,365sf
 110: UNASSIGNED



The separate storage building out back is 36 x 48 or 1692 SF. It has sanitary and power with lights currently. No water is currently active there. There is original foundation and slab between the storage wing and South Wing. It could have a new 1 story structure put back. There is existing sanitary there.

RENOVATED SPACE		14,334 SF
102	NORTH CENTER is	5,092 SF
103	SOUTH CENTER is	315 SF
104	EAST off NORTH CENTER is	510 SF
105	NORTH DOOR from LOBBY	360 SF
106	SOUTH is	4,057 SF
107	EAST WEST IS	2,400 SF
110	open	
200	SECOND FLOOR	1,600 SF
Total		14,334 SF
UNRENOVATED		9,459 SF
100 & 101	NORTH wing is	4,882 SF
108 & 109	WEST is	4,577 SF
has new windows, HVAC and roof only.		
Total		9,459 SF
STORAGE STRUCTURE		1,692 SF
not sprinkled		

HVAC

The WEST unrenovated wing has new HVAC.
These are twin split systems here in the HVAC closet left of the chimney.

The East to West Wing has 2 newer Roof Top Units, about 5 years old.
One for the North Side and one for the South Side.

The East West Wind is set up for a generator behind that wing.

The upstairs has a newer split system. In the closet.

The South Wing has 2 split systems in HVAC closets.

The North Wing has 2 split systems on the 2nd floor supplying east side and west side.

The North end of the renovated area of the North Wing has a new split system to the north in an HVAC closet accessed from exterior.

ELECTRIC

The electrical service was upgraded to 800 AMP 5 years ago and buried underground so that there would not be an ice damage risk to overhead lines.
The old OGE overhead lines over the creek are not connected to the building.

Interior Light fixtures have been converted to LED.

There is a water well in the back that is approximately 180 ft deep for irrigation.

APPENDIX J

Financial Plan

Willard C. Pitts Academy Charter Budget

Year	Planning	Year 1	Year 2	Year 3	Year 4	Year 5
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Revenue

State Aid						
State Aid based on WADM	\$	787,227.17	\$ 1,243,186.31	\$ 1,699,311.94	\$ 1,699,311.94	\$ 1,699,311.94
Authorizer Fee (Deduction off of income)	\$ -	(23,616.82)	\$ (37,295.59)	\$ (50,979.36)	\$ (50,979.36)	\$ (50,979.36)
State Textbook	\$ -	-	-	-	-	-
Reading Sufficiency	\$ -	-	-	-	-	-
Remediation	\$ -	-	-	-	-	-
Professional Development	\$ -	-	-	-	-	-
Flex Benefit	\$ -	-	-	-	-	-
ACE Technology	\$ -	97,875.00	\$ 148,625.00	\$ 203,000.00	\$ 203,000.00	\$ 203,000.00
	\$ -	-	-	-	-	-

Federal Programs

Title I	\$ -	\$ 113,062.50	\$ 169,593.75	\$ 226,125.00	\$ 226,125.00	\$ 226,125.00
Title II	\$ -	14,082.00	\$ 21,123.00	\$ 28,164.00	\$ 28,164.00	\$ 28,164.00
Grants (of \$900k applied for)	\$ 300,000.00	-	-	-	-	-
Indian Ed	\$ -	-	-	-	-	-
Title VI	\$ -	-	-	-	-	-
IDEA Funds	\$ -	44,376.00	\$ 66,564.00	\$ 88,752.00	\$ 88,752.00	\$ 88,752.00

Local Funds

Balance Forward from Previous Fiscal Year (Carryover)	\$	26,250.00	\$ 145,155.85	\$ 264,362.33	\$ 360,020.91	\$ 330,519.48
Fundraising	\$ -	-	-	-	-	-
Income Total	\$ 300,000.00	\$ 1,059,255.85	\$ 1,756,952.33	\$ 2,458,735.91	\$ 2,554,394.48	\$ 2,524,893.06

Expenses

Salary Cost

Administrative Salary	\$ 65,000.00	\$ 65,000.00	\$ 125,000.00	\$ 141,500.00	\$ 141,500.00	\$ 141,500.00
Instructional Salary	\$ 35,000.00	\$ 474,250.00	\$ 742,025.00	\$ 1,104,850.00	\$ 1,168,000.00	\$ 1,182,850.00
Benefits	\$ 23,750.00	\$ 149,850.00	\$ 236,065.00	\$ 329,365.00	\$ 346,375.00	\$ 350,125.00
Total Salary and Benefit	\$ 123,750.00	\$ 689,100.00	\$ 1,103,090.00	\$ 1,575,715.00	\$ 1,655,875.00	\$ 1,674,475.00
Payroll % (=Total Salary and Benefits/Income Total) Target 65%		65.06%	62.78%	64.09%	64.82%	66.32%

Facility Expenses

Building Lease	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Renovation Costs	\$ -	\$ 10,000.00	\$ 35,000.00	\$ 100,000.00	\$ 125,000.00	\$ 125,000.00
Janitorial	\$ 3,500.00	\$ 10,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Insurance	\$ 10,000.00	\$ 15,000.00	\$ 20,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Furniture Purchase	\$ 20,000.00	\$ 15,000.00	\$ 25,000.00	\$ 20,000.00	\$ 30,000.00	\$ 30,000.00

Willard C. Pitts Academy Charter Budget

Year	Planning	Year 1	Year 2	Year 3	Year 4	Year 5
Purchased Services (lawn care, waste and trash removal)	\$ 1,500.00	\$ 2,500.00	\$ 4,500.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Repairs and Maintenance	\$ 4,500.00	\$ 7,500.00	\$ 8,500.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Utilities (including gas, electric, water, ISP/phone)	\$ 3,500.00	\$ 20,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Facility Total	\$ 93,000.00	\$ 130,000.00	\$ 243,000.00	\$ 325,000.00	\$ 360,000.00	\$ 360,000.00

Other Expenses

Transportation (including field trips)	\$	\$ 7,000.00	\$ 12,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00
Professional Services (Legal, Accountant, Audit, etc.)	\$ 5,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Professional Services (Student Supports - speech, social work, psych)	\$	\$ 5,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Postage and Mailing	\$ 2,000.00	\$ 3,000.00	\$ 5,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
Professional Development (Workshops and Conferences)	\$ -	\$ 4,000.00	\$ 7,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Student Information System	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00
Assessment Program	\$ -	\$ 5,000.00	\$ 8,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
Text Books	\$ 10,000.00	\$ 6,000.00	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Teaching Supplies	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Copier and Printers	\$ 10,000.00	\$ 5,000.00	\$ 12,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00
Computers/lpads/Chromebooks, etc....	\$ 5,000.00	\$ 15,000.00	\$ 22,500.00	\$ 30,000.00	\$ 30,000.00	\$ 20,000.00
Other Expense Total	\$ 57,000.00	\$ 95,000.00	\$ 146,500.00	\$ 198,000.00	\$ 208,000.00	\$ 198,000.00
Expense Total	\$ 273,750.00	\$ 914,100.00	\$ 1,492,590.00	\$ 2,098,715.00	\$ 2,223,875.00	\$ 2,232,475.00

Previous Year Carryover	\$ -	\$ 26,250.00	\$ 145,155.85	\$ 264,362.33	\$ 360,020.91	\$ 330,519.48
New Income Total	\$ 300,000.00	\$ 1,033,005.85	\$ 1,611,796.47	\$ 2,194,373.58	\$ 2,194,373.58	\$ 2,194,373.58
Expense Total	\$ (273,750.00)	\$ (914,100.00)	\$ (1,492,590.00)	\$ (2,098,715.00)	\$ (2,223,875.00)	\$ (2,232,475.00)
Carryover	\$ 26,250.00	\$ 145,155.85	\$ 264,362.33	\$ 360,020.91	\$ 330,519.48	\$ 292,418.06
Carryover % (=Carryover/Income Total) Target 10% - 15%		13.70%	15.05%	14.64%	12.94%	11.58%

100's	Salaries	\$ 539,250.00	\$ 867,025.00	\$ 1,246,350.00	\$ 1,309,500.00	\$ 1,324,350.00
200's	Burdens	\$ 149,850.00	\$ 236,065.00	\$ 329,365.00	\$ 346,375.00	\$ 350,125.00
300-500's	Services	\$ 64,000.00	\$ 97,000.00	\$ 126,000.00	\$ 131,000.00	\$ 131,000.00
600's	Supplies	\$ 51,500.00	\$ 73,500.00	\$ 97,000.00	\$ 97,000.00	\$ 97,000.00
700's	Capitol Expenditure	\$ 52,500.00	\$ 104,500.00	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00

RTI Coach	\$ 35,000.00	\$ -	\$ 8,750.00		\$ 43,750.00		1.50	\$ 52,500.00	\$ -	\$ 13,125.00	\$ 65,625.00
							28.00	\$ 1,208,500.00	\$ 37,850.00	\$ 329,365.00	\$ 1,575,715.00
Total											

Year Four											
Base Salary Calculation											
	Base Salary	Health	Benefits	Extra Duty	Total		Employees	Base Salary	Extra Duty	Benefits	Total Salary and
School Lead	\$ 75,000.00	\$ 7,500.00	\$ 18,750.00	\$ -	\$ 101,250.00		1.00	\$ 75,000.00	\$ -	\$ 26,250.00	\$ 101,250.00
Asst. School Lead	\$ 65,000.00	\$ -	\$ 16,250.00	\$ 1,500.00	\$ 82,750.00		1.00	\$ 65,000.00	\$ 1,500.00	\$ 16,250.00	\$ 82,750.00
Secretary/Encumbrance Clerk	\$ 43,000.00	\$ -	\$ 10,750.00	\$ -	\$ 53,750.00		1.00	\$ 43,000.00	\$ -	\$ 10,750.00	\$ 53,750.00
Registrar	\$ 28,000.00	\$ -	\$ 7,000.00	\$ -	\$ 35,000.00		1.00	\$ 28,000.00	\$ -	\$ 7,000.00	\$ 35,000.00
Teacher	\$ 50,000.00	\$ -	\$ 14,000.00	\$ 2,000.00	\$ 66,000.00		14.00	\$ 700,000.00	\$ 28,000.00	\$ 196,000.00	\$ 924,000.00
Teacher's Aide	\$ 22,000.00	\$ -	\$ 5,500.00	\$ 1,500.00	\$ 29,000.00		4.00	\$ 88,000.00	\$ 6,000.00	\$ 22,000.00	\$ 116,000.00
Special Education Teacher	\$ 50,000.00	\$ -	\$ 12,500.00	\$ 2,500.00	\$ 65,000.00		1.00	\$ 50,000.00	\$ 2,500.00	\$ 12,500.00	\$ 65,000.00
MTSS Specialist/Counselor	\$ 55,000.00	\$ -	\$ 13,750.00	\$ -	\$ 68,750.00		2.00	\$ 110,000.00	\$ -	\$ 27,500.00	\$ 137,500.00
Food Services Coordinator	\$ 40,000.00	\$ -	\$ 10,000.00	\$ -	\$ 50,000.00		1.50	\$ 60,000.00	\$ -	\$ 15,000.00	\$ 75,000.00
RTI Coach	\$ 35,000.00	\$ -	\$ 8,750.00	\$ -	\$ 43,750.00		1.50	\$ 52,500.00	\$ -	\$ 13,125.00	\$ 65,625.00
\$						Total	28.00	\$ 1,271,500.00	\$ 38,000.00	\$ 346,375.00	\$ 1,655,875.00

Year Five											
Base Salary Calculation											
	Base Salary	Health	Benefits	Extra Duty	Total		Employees	Base Salary	Extra Duty	Benefits	Total Salary and
School Lead	\$ 75,000.00	\$ 7,500.00	\$ 18,750.00	\$ -	\$ 101,250.00		1.00	\$ 75,000.00	\$ -	\$ 26,250.00	\$ 101,250.00
Asst. School Lead	\$ 65,000.00	\$ -	\$ 16,250.00	\$ 1,500.00	\$ 82,750.00		1.00	\$ 65,000.00	\$ 1,500.00	\$ 16,250.00	\$ 82,750.00
Secretary/Encumbrance Clerk	\$ 43,000.00	\$ -	\$ 10,750.00	\$ -	\$ 53,750.00		1.00	\$ 43,000.00	\$ -	\$ 10,750.00	\$ 53,750.00
Registrar	\$ 28,000.00	\$ -	\$ 7,000.00	\$ -	\$ 35,000.00		1.00	\$ 28,000.00	\$ -	\$ 7,000.00	\$ 35,000.00
Teacher	\$ 50,000.00	\$ -	\$ 14,000.00	\$ 2,000.00	\$ 66,000.00		14.00	\$ 700,000.00	\$ 28,000.00	\$ 196,000.00	\$ 924,000.00
Teacher's Aide	\$ 22,000.00	\$ -	\$ 5,500.00	\$ 1,500.00	\$ 29,000.00		4.00	\$ 88,000.00	\$ 6,000.00	\$ 22,000.00	\$ 116,000.00
Special Education Teacher	\$ 50,000.00	\$ -	\$ 12,500.00	\$ 2,350.00	\$ 64,850.00		1.00	\$ 50,000.00	\$ 2,350.00	\$ 12,500.00	\$ 64,850.00
MTSS Specialist/Counselor	\$ 55,000.00	\$ -	\$ 13,750.00	\$ -	\$ 68,750.00		2.00	\$ 110,000.00	\$ -	\$ 27,500.00	\$ 137,500.00
Food Services Coordinator	\$ 45,000.00	\$ -	\$ 11,250.00	\$ -	\$ 56,250.00		1.50	\$ 67,500.00	\$ -	\$ 16,875.00	\$ 84,375.00
RTI Coach	\$ 40,000.00	\$ -	\$ 10,000.00	\$ -	\$ 50,000.00		1.50	\$ 60,000.00	\$ -	\$ 15,000.00	\$ 75,000.00
\$						Total	28.00	\$ 1,286,500.00	\$ 37,850.00	\$ 350,125.00	\$ 1,674,475.00

2025 WADM Projections				
	ADM	Weight	WADM	
PK 3		1.2	0	
PK 4		0.7	0	
PK 5		1.3	0	
PK 6		1.3	0	
PK 7		1.3	0	
PK 8		1.3	0	
PK 9		1.3	0	
PK 10		1.3	0	
PK 11		1.3	0	
PK 12		1.3	0	
PK 13		1.3	0	
PK 14		1.3	0	
PK 15		1.3	0	
PK 16		1.3	0	
PK 17		1.3	0	
PK 18		1.3	0	
PK 19		1.3	0	
PK 20		1.3	0	
PK 21		1.3	0	
PK 22		1.3	0	
PK 23		1.3	0	
PK 24		1.3	0	
PK 25		1.3	0	
PK 26		1.3	0	
PK 27		1.3	0	
PK 28		1.3	0	
PK 29		1.3	0	
PK 30		1.3	0	
PK 31		1.3	0	
PK 32		1.3	0	
PK 33		1.3	0	
PK 34		1.3	0	
PK 35		1.3	0	
PK 36		1.3	0	
PK 37		1.3	0	
PK 38		1.3	0	
PK 39		1.3	0	
PK 40		1.3	0	
PK 41		1.3	0	
PK 42		1.3	0	
PK 43		1.3	0	
PK 44		1.3	0	
PK 45		1.3	0	
PK 46		1.3	0	
PK 47		1.3	0	
PK 48		1.3	0	
PK 49		1.3	0	
PK 50		1.3	0	
PK 51		1.3	0	
PK 52		1.3	0	
PK 53		1.3	0	
PK 54		1.3	0	
PK 55		1.3	0	
PK 56		1.3	0	
PK 57		1.3	0	
PK 58		1.3	0	
PK 59		1.3	0	
PK 60		1.3	0	
PK 61		1.3	0	
PK 62		1.3	0	
PK 63		1.3	0	
PK 64		1.3	0	
PK 65		1.3	0	
PK 66		1.3	0	
PK 67		1.3	0	
PK 68		1.3	0	
PK 69		1.3	0	
PK 70		1.3	0	
PK 71		1.3	0	
PK 72		1.3	0	
PK 73		1.3	0	
PK 74		1.3	0	
PK 75		1.3	0	
PK 76		1.3	0	
PK 77		1.3	0	
PK 78		1.3	0	
PK 79		1.3	0	
PK 80		1.3	0	
PK 81		1.3	0	
PK 82		1.3	0	
PK 83		1.3	0	
PK 84		1.3	0	
PK 85		1.3	0	
PK 86		1.3	0	
PK 87		1.3	0	
PK 88		1.3	0	
PK 89		1.3	0	
PK 90		1.3	0	
PK 91		1.3	0	
PK 92		1.3	0	
PK 93		1.3	0	
PK 94		1.3	0	
PK 95		1.3	0	
PK 96		1.3	0	
PK 97		1.3	0	
PK 98		1.3	0	
PK 99		1.3	0	
PK 100		1.3	0	
PK 101		1.3	0	
PK 102		1.3	0	
PK 103		1.3	0	
PK 104		1.3	0	
PK 105		1.3	0	
PK 106		1.3	0	
PK 107		1.3	0	
PK 108		1.3	0	
PK 109		1.3	0	
PK 110		1.3	0	
PK 111		1.3	0	
PK 112		1.3	0	
PK 113		1.3	0	
PK 114		1.3	0	
PK 115		1.3	0	
PK 116		1.3	0	
PK 117		1.3	0	
PK 118		1.3	0	
PK 119		1.3	0	
PK 120		1.3	0	
PK 121		1.3	0	
PK 122		1.3	0	
PK 123		1.3	0	
PK 124		1.3	0	
PK 125		1.3	0	
PK 126		1.3	0	
PK 127		1.3	0	
PK 128		1.3	0	
PK 129		1.3	0	
PK 130		1.3	0	
PK 131		1.3	0	
PK 132		1.3	0	
PK 133		1.3	0	
PK 134		1.3	0	
PK 135		1.3	0	
PK 136		1.3	0	
PK 137		1.3	0	
PK 138		1.3	0	
PK 139		1.3	0	
PK 140		1.3	0	
PK 141		1.3	0	
PK 142		1.3	0	
PK 143		1.3	0	
PK 144		1.3	0	
PK 145		1.3	0	
PK 146		1.3	0	
PK 147		1.3	0	
PK 148		1.3	0	
PK 149		1.3	0	
PK 150		1.3	0	

Year One WADM Projections				
	Projected	ADM	Student	
ADM Grade Weight		150	Student	
G/T (.35)		8%	12	4.2
Econ. Disadv (.25)		60%	90	22.5
Spec. Ed.		17%	25.5	10.3
Bilingual (.25)		6%	9	2.25
Student Weights				38.15
SUM Total			150	188.15
Small School			0	0
Isolation			0	0
Teacher Index			0	0
TOTAL			150	188.15
State Aid Factor				\$4,161.92
State Aid				\$ 787,227.17

2026 Projections				
	ADM	Weight	WADM	
PK 3		2.2	0	
PK 4		0.7	0	
PK 5		1.3	0	
PK 6		1.3	0	
PK 7		1.3	0	
PK 8		1.3	0	
PK 9		1.3	0	
PK 10		1.3	0	
PK 11		1.3	0	
PK 12		1.3	0	
PK 13		1.3	0	
PK 14		1.3	0	
PK 15		1.3	0	
PK 16		1.3	0	
PK 17		1.3	0	
PK 18		1.3	0	
PK 19		1.3	0	
PK 20		1.3	0	
PK 21		1.3	0	
PK 22		1.3	0	
PK 23		1.3	0	
PK 24		1.3	0	
PK 25		1.3	0	
PK 26		1.3	0	
PK 27		1.3	0	
PK 28		1.3	0	
PK 29		1.3	0	
PK 30		1.3	0	
PK 31		1.3	0	
PK 32		1.3	0	
PK 33		1.3	0	
PK 34		1.3	0	
PK 35		1.3	0	
PK 36		1.3	0	
PK 37		1.3	0	
PK 38		1.3	0	
PK 39		1.3	0	
PK 40		1.3	0	
PK 41		1.3	0	
PK 42		1.3	0	
PK 43		1.3	0	
PK 44		1.3	0	
PK 45		1.3	0	
PK 46		1.3	0	
PK 47		1.3	0	
PK 48		1.3	0	
PK 49		1.3	0	
PK 50		1.3	0	
PK 51		1.3	0	
PK 52		1.3	0	
PK 53		1.3	0	
PK 54		1.3	0	
PK 55		1.3	0	
PK 56		1.3	0	
PK 57		1.3	0	
PK 58		1.3	0	
PK 59		1.3	0	
PK 60		1.3	0	
PK 61		1.3	0	
PK 62		1.3	0	
PK 63		1.3	0	
PK 64		1.3	0	
PK 65		1.3	0	
PK 66		1.3	0	
PK 67		1.3	0	
PK 68		1.3	0	
PK 69		1.3	0	
PK 70		1.3	0	
PK 71		1.3	0	
PK 72		1.3	0	
PK 73		1.3	0	
PK 74		1.3	0	
PK 75		1.3	0	
PK 76		1.3	0	
PK 77		1.3	0	
PK 78		1.3	0	
PK 79		1.3	0	
PK 80		1.3	0	
PK 81		1.3	0	
PK 82		1.3	0	
PK 83		1.3	0	
PK 84		1.3	0	
PK 85		1.3	0	
PK 86		1.3	0	
PK 87		1.3	0	
PK 88		1.3	0	
PK 89		1.3	0	
PK 90		1.3	0	
PK 91		1.3	0	
PK 92		1.3	0	
PK 93		1.3	0	
PK 94		1.3	0	
PK 95		1.3	0	
PK 96		1.3	0	
PK 97		1.3	0	
PK 98		1.3	0	
PK 99		1.3	0	
PK 100		1.3	0	
PK 101		1.3	0	
PK 102		1.3	0	
PK 103		1.3	0	
PK 104		1.3	0	
PK 105		1.3	0	
PK 106		1.3	0	
PK 107		1.3	0	
PK 108		1.3	0	
PK 109		1.3	0	
PK 110		1.3	0	
PK 111		1.3	0	
PK 112		1.3	0	
PK 113		1.3	0	
PK 114		1.3	0	
PK 115		1.3	0	
PK 116		1.3	0	
PK 117		1.3	0	
PK 118		1.3	0	
PK 119		1.3	0	
PK 120		1.3	0	
PK 121		1.3	0	
PK 122		1.3	0	
PK 123		1.3	0	
PK 124		1.3	0	
PK 125		1.3	0	
PK 126		1.3	0	
PK 127		1.3	0	
PK 128		1.3	0	
PK 129		1.3	0	
PK 130		1.3	0	
PK 131		1.3	0	
PK 132		1.3	0	
PK 133		1.3	0	
PK 134		1.3	0	
PK 135		1.3	0	
PK 136		1.3	0	
PK 137		1.3	0	
PK 138		1.3	0	
PK 139		1.3	0	
PK 140		1.3	0	
PK 141		1.3	0	
PK 142		1.3	0	
PK 143		1.3	0	
PK 144		1.3	0	
PK 145		1.3	0	
PK 146		1.3	0	
PK 147		1.3	0	
PK 148		1.3	0	
PK 149		1.3	0	
PK 150		1.3	0	

Year Two Projections				
	Projected	ADM	Student Weight	
ADM Grade Weight		225	15	
G/T (.35)	8%	18	6.3	
Econ. Disadv (.25)	60%	135	33.75	
Spec Ed	17%	38.25	15.28	
Bilingual (.25)	6%	13.5	3.375	
Student Weights			73.705	
SUM Total		225	298.705	
Small School		0	0	
Isolation		0	0	
Teacher Index		0	0	
TOTAL		225	298.705	
State Aid Factor				\$4,161.92
State Aid				\$ 1,240,186.31

APPENDIX K

Description of Community Support



The City of
OKLAHOMA CITY

Nikki Nice
Councilwoman, Ward 7

November 28, 2023

Subject: Willard C. Pitts Academy Charter School Application

To Whom It May Concern:

By this letter, I wish to express support for the authorizing of Willard C. Pitts Academy Charter School. Understanding the mission to provide families with access to an educational environment that leverages community assets to drive well rounded and rigorous academic excellence for 5-8th graders, I know this will serve the needs of students and parents in metro Oklahoma City and the surrounding area preparing our youth for a meaningful and sustainable life and future. The Academy will instill a positive school culture that focuses on character development that is needed for our young people to thrive and become active members of our community and city.

As a former student of Mr. Pitts during my study abroad trip with Langston University to West Africa, I know his legacy will flourish and create a lasting impact through the Willard C. Pitts Academy.

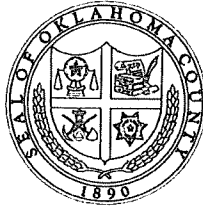
Recognizing the need, I fully support the development of the Willard C. Pitts Academy.

I look forward to continuing to support and work in partnership with Willard C. Pitts Academy and other community stakeholders in this important effort. If I can answer any further questions, please do not hesitate to call my office at (405) 297-2569.

Respectfully,

A handwritten signature in black ink that reads "Nikki Nice".

Nikki Nice
Councilwoman, Ward 7



**CARRIE BLUMERT, MPH
COUNTY COMMISSIONER
OKLAHOMA COUNTY DISTRICT ONE**

11/27/2023

Oklahoma County District One
Carrie Blumert, County Commissioner
320 Roberts S. Kerr
OKC, OK, 73102

Subject: Willard C. Pitts Academy Charter School Application

To Whom It May Concern:

Please accept this letter as my endorsement for the application submitted by the leadership of the proposed Willard C. Pitts Academy Charter School. If granted a charter, the school will serve the needs of students and parents in metro Oklahoma City, especially Northeast Oklahoma City, and the surrounding area.

As contemplated, the school will offer an educational setting that utilizes qualified educators, partnering with community organizations and local businesses to provide innovative and hands-on learning experiences for their students. A flex scheduling model, using both a virtual, in-person, and blended model, will further enhance the educational experience of students as they prepare for 21st Century careers, technical trades, and higher education pursuits.

As an elected official, representing Northeast Oklahoma City, I see the urgent need for a multitiered approach to educating our youth and believe the Willard C. Pitts Academy will provide another avenue to meet the needs of our students and the community. I am thrilled to put my name behind the Willard C. Pitts Academy Charter School.

Sincerely,

Carrie Blumert
Oklahoma County Commissioner District One



11/20/23

Oklahoma City Innovation District
DeAndre Martin, Director of Partner Engagement and Special Projects
755 Research Parkway Suite 423
OKC, Oklahoma, 73104

Subject: Willard C. Pitts Academy Charter School Application

To Whom It May Concern:

The OKC Innovation District is a vibrant hub that convenes and connects Oklahoma City's unique industries and assets to capital and people. This connection creates new innovative and equitable opportunities including jobs, companies, research, and technologies. In a world increasingly shaped by science, technology, engineering, and mathematics (STEM), we recognize the urgent need to empower the next generation with the skills and knowledge essential for success.

By this letter, we wish to express our support for the authorizing of Willard C. Pitts Academy Charter School. built to serve the needs of students and parents in metro Oklahoma City and the surrounding area. Willard C. Pitts Academy will offer an educational setting that utilizes qualified educators, community organizations, and partners to provide innovative and hands-on learning experiences for 21st Century careers, technical trades, and higher education pursuits. The school will have flex scheduling that allows students a hybrid learning experience that is virtual and in-person. The school will instill a positive school culture that focuses on character development.

As a community partner, we anticipate supporting Willard C. Pitts academy by leveraging our Innovation Academy platform. Access to quality STEM education, mentorship opportunities,

and resources remain uneven, amplifying the existing disparities. Often, students confront systemic challenges, including underfunded schools, limited exposure to STEM role models who share their backgrounds, and a dearth of programs tailored to address their unique needs. As a result, Innovation Academy includes 5 layers of interaction to ensure that NE OKC Community members have the opportunity to participate in the growing STEM economy of OKC.

We recognize the need for, and support the development of Willard C. Pitts Academy.

We look forward to continuing to work in partnership with Willard C. Pitts Academy and other community stakeholders in this important effort.

Sincerely yours,

DeAndre Martin

Director of Partner Engagement and Special Projects

Caylee Dodson
2222 NE 27th Street
Oklahoma City, OK 73111

11/28/2023

Subject: Willard C. Pitts Academy Charter School Application

To Whom It May Concern:

RestoreOKC has had the pleasure of serving our partner elementary schools alongside LaTasha Timberlake for the past two years while she has done invaluable work in school culture & climate for Oklahoma City Public Schools. We have always loved her heart for our community and are proud to have worked alongside her in that role.

With the passage of "parent choice," RestoreOKC recognizes that we are in a very different space than we were even two years ago and acknowledge that this is a complex issue with a wide range of opinions. We also acknowledge that there are obvious concerns about charter schools in our community as there is a history of deep hurt over the years by various charter schools that have come into the community in such a way that they have pulled resources from public schools. Our support behind any partnership in educational equity for our community is always contingent on a few things that are guided by our core values:


1. Community Leadership.
2. The full support of public school partners and collaboration with them in the process to ensure that things are structured in a way that builds on the strengths of each model to truly allow for student & family flourishing without disenfranchising others.
3. Parental & community involvement from those who would be impacted.
4. Partnership with community agencies.

We think it is worth noting that the leader who has this concept for Willard C. Pitts Academy is both a former student in this community, and someone who has served within OKCPS in the schools that would be affected by the proposed charter. She has prioritized communication with the school leadership of all schools that would be impacted by having Willard C. Pitts Academy as part of the NEOKC educational ecosystem & remains an engaged community champion throughout Northeast Oklahoma City on multiple levels.

As a community partner, we would anticipate bringing many of the same supports alongside Willard C. Pitts Academy that we currently bring to our public school partners. Some of the additional opportunities might include things such as internships during the school day & service-learning opportunities that simply are not possible with our other partners at this time. Otherwise, we will continue to support community leadership, community voice, and the families

& students of our community however we can to see both spaces of educational equity, and also family & community flourishing.

Sincerely,

A handwritten signature in black ink, appearing to read "Caylee Dodson". The signature is fluid and cursive, with the first name "Caylee" written in a larger, more prominent script than the last name "Dodson".

Caylee Dodson
RestoreOKC



November 20, 2023
It's My Community Initiative
Cedric E. Currin-Moore, Youth Program Manager
3. East Main Street
Oklahoma City, Oklahoma 73104

Subject: Willard C. Pitts Academy Charter School Application

To Whom It May Concern:

I am the Youth Program Manager for It's My Community Initiative. IMCI is a 501 ©(3) non-profit organization that works in the NE community helping build strong families. There are several programs under the IMCI umbrella: True DADs, Safe Families, It's My Community Youth Initiative, and Allied Workforce Project.

With this letter, we wish to express our support for the authorization of Willard C. Pitts Academy Charter School. built to serve the needs of students and parents in metro Oklahoma City and the surrounding area. Willard C. Pitts Academy will offer an educational setting that utilizes qualified educators, community organizations, and partners to provide innovative and hands-on learning experiences for 21st Century careers, technical trades, and higher education pursuits. The school will have flex scheduling that allows students a hybrid learning experience that is virtual and in-person. The school will instill a positive school culture that focuses on character development.

As a community partner, we anticipate supporting Willard C. Pitts academy by collaborating with the staff, students, and families to foster success through immersive learning experiences, leadership and strengthening the individual and family through our initiatives. Our organization goes beyond traditional education by instilling intrinsic and extrinsic motivations for greatness.

We recognize the need for support and give 100% support to the development of Willard C. Pitts Academy.

We look forward to continuing to work in partnership with Willard C. Pitts Academy and other community stakeholders in this important effort.

Sincerely yours,

Cedric E. Currin-Moore

I M C I

3 East Main Street • Oklahoma City, OK 73104
itsmycommunity.org



Youth Program Manager

I M C I

3 East Main Street • Oklahoma City, OK 73104
itsmycommunity.org



10/19/23

Metropolitan Library System
Jessica L Gonzalez, Programs Manager, Outreach & Engagement Services
300 Park Ave
Oklahoma City, Oklahoma, 73102

Subject: Willard C. Pitts Academy Charter School Application

To Whom It May Concern:

Since its inception in 1965, the Metropolitan Library System has strived to bring information and communities together. Our libraries have played a crucial role in addressing the needs of Oklahoma County residents by providing free and open access to community enriching information. As times change, we continue to innovate and grow with Oklahoma County to assure that we provide the most effective ways to contribute to our guests' success. Our current mission is to connect our diverse communities with resources and experiences to educate and enrich lives.

By this letter, we wish to express our support for the authorizing of Willard C. Pitts Academy Charter School built to serve the needs of students and parents in the Oklahoma City Metro and surrounding areas. Willard C. Pitts Academy will offer an innovative educational setting that utilizes qualified educators, community organizations, and partners to provide project based and hands-on learning experiences for 21st century careers, technical trades, and higher education pursuits. It's a place where every day is an opportunity for students to not only learn but to thrive, discover their potential, and contribute to a brighter future.

As a community partner, we anticipate supporting Willard C. Pitts academy by offering what we can, whether that be a library location for a field trip, presentations on library services, or collaboration with and through programming.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jessica L. Gonzalez', is written over the printed name.

Jessica L Gonzalez, Programs Manager



10/19/23

SixTwelve

Amy Young, Founder and Executive Director
612 NW 29th Street
Oklahoma City, Oklahoma, 73103

Subject: Willard C. Pitts Academy Charter School Application

To Whom It May Concern:

SixTwelve is a community education center which focuses on concepts related to art, music, film, cooking and gardening. Located in the Paseo Arts District, we offer an after school program, local residencies for creative adults willing to share knowledge with our kids, community events throughout the school year and one larger residency in Savannah, Georgia each spring. Our mission is "Sharing Tools to Build a Better Community" and we believe that education is at its best when a whole community rallies around our children and adults, through creative experiences that enrich our abilities to take better care of ourselves, each other, and our entire planet.

By this letter, we wish to express our support for the authorizing of Willard C. Pitts Academy Charter School, built to serve the needs of students and parents in metro Oklahoma City and the surrounding area. Willard C. Pitts Academy will offer an educational setting that utilizes qualified educators, community organizations, and partners to provide innovative and hands-on learning experiences for 21st Century careers, technical trades, and higher education pursuits. The school will have flex scheduling that allows students a hybrid learning experience that is virtual and in-person. The school will instill a positive school culture that focuses on character development.

As a community partner, we anticipate supporting Willard C. Pitts academy by offering what we can, whether that be a location for a field trip or collaboration with and through our own programming.

We recognize the need for, and support the development of Willard C. Pitts Academy.

We look forward to continuing to work in partnership with Willard C. Pitts Academy and other community stakeholders in this important effort.

Sincerely yours,

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

Amy Young
Founder and Executive Director, SixTwelve

RALPH *Ellison* FOUNDATION

We are proud to support the Charter School application for Willard C. Pitts Academy. This is the ideal time for an innovative approach to educating students in the Oklahoma City Northeast community. As an educational foundation, we strive to work with schools that understand the importance of partnering with local organizations and businesses. We believe that Willard C. Pitts Academy is a prime candidate for that partnership. As a scholar, teacher, and administrator, LaTasha Timberlake has the intelligence, skills, and determination to establish a top performing charter school.

The vision of the Willard C. Pitts Academy is to combine innovation, choice, community, and culture in collaboration with the ongoing community-building efforts in the Northeast community and, in doing so, help support the renaissance taking place there. As a Project-Based Learning institution, students will have many opportunities to learn while gaining real-world experience. Such an approach will allow for organizations like ours to participate in these projects and contribute to dynamic learning experiences in and out of the classroom.

Empowering their teachers to be mentors, Willard C. Pitts Academy embraces an holistic approach to learning. Through these one-on-one relationships, student can discover their true identity, building self-esteem, civility, and self-awareness.

It is without hesitation that we support Willard C. Pitts Academy, and we look forward to working with them in a practical and productive way.

Sincerely,



Michael Eric Owens

Founder / Executive Director

Ralph Ellison Foundation

WILLARD C. PITTS ACADEMY CHARTER SCHOOL PETITION

PETITION:

We the undersigned are in full support of the Willard C. Pitts Academy's charter school application to be designated as a public charter school in the State of Oklahoma. We are in agreement for our petition data to be used by Willard C. Pitts Academy to assist in the charter application process. Address data may also be used to provide inquiry and updates on the process for development and planning. Due to the nature of the petition, information will not be provided to any third party, nor be used for sales or solicitation.

NAME	ADDRESS	PHONE	SIGNATURE
Nina Domough	3016 Robin Rd, MWC	405-532-9597	NW
Dustin Domough	3016 Robin Rd, MWC	405-412-8091	JD
Shari Nealy	3433 Cobblestone Dr, OKC	405-476-2222	SD
Savannah Hamhoff	310 Misselle, MWC	419-559-0463	88
Dorchell Hamilton	3164 NW 30, OKC	405-641-9541	NH
Vanée Wickliffe	310 Misselle MWC	419-980-8522	KL
Willie Tipton	5707 Marshall Spencer	405-826-2835	
Linda Harper	4540 ^{W. Outpost} Spencer	405-771-3220	LH
Alesia Orrop	9320 NW 46 th Spencer, OK	405-408-9589	
GENA RICE	7080K 13466 OKC Bl 3	405-986-0325	
LaVern Parker	13116 NE 5 th St, OKC	73117 405-816-8287	LaVern Parker
Marta Rucker	3150 NW Expressway Apt 442 Oklahoma OKC		73
Laura Braun	5104 S Klein Ave, OKC	405-557-1936	Laura Braun
Karla James	86301 NW 34 th St Bethany, OK	73008	
Alicia Oliver	6201 NW 34 th St Bethany, OK	73008 405-464-4715	
Lydia Smith	5519 Goodie Lane OKC	73116 405-2188	

WILLARD C. PITTS ACADEMY CHARTER SCHOOL PETITION

PETITION:

We the undersigned are in full support of the Willard C. Pitts Academy's charter school application to be designated as a public charter school in the State of Oklahoma. We are in agreement for our petition data to be used by Willard C. Pitts Academy to assist in the charter application process. Address data may also be used to provide inquiry and updates on the process for development and planning. Due to the nature of the petition, information will not be provided to any third party, nor be used for sales or solicitation.

NAME	ADDRESS	PHONE	SIGNATURE
Claudia M.R.	—	405-735-0781	CMR
Alexandrea Wilbert	—	405-889-3336	AW
Debra Yarbrough	—	405-05-7248	DY
Shawna Alexander	8222 N. 20 th St	405-531-6589	SA
ReAnna Fadel	—	405-408-8642	RF
Sallem Fadel	—	405-812-1082	SF
William Keyworth II	—	720-300-8516	WK
Timothy C. Friday	—	(405) 859-8513	TF
Gracie Straps	—	405-210-1216	GS
Derek L. Hachinski	—	(918) 802-5645	DH
Tommy Simmons Jr.	—	405-600-8949	TS
Ladasha Taylor	—	405-204-3298	LT
Nesha McGehee	—	405-922-4338	NM
Laquie Sing Brown	—	615-738-1202	LSB
Kenan Brown	—	405-581-9880	KB
Tauheed Jackson	—	(405) 968-0618	TJ

WILLARD C. PITTS ACADEMY CHARTER SCHOOL PETITION

PETITION:

We the undersigned are in full support of the Willard C. Pitts Academy's charter school application to be designated as a public charter school in the State of Oklahoma. We are in agreement for our petition data to be used by Willard C. Pitts Academy to assist in the charter application process. Address data may also be used to provide inquiry and updates on the process for development and planning. Due to the nature of the petition, information will not be provided to any third party, nor be used for sales or solicitation.

NAME	ADDRESS	PHONE	SIGNATURE
Deborah Ann	501 W 15th	405-824-6577	[Signature]
Jenniffer	1101 NW 19th St 73111	405-644-1502	[Signature]
[Signature]	5105 N. Lott	405-924-9495	[Signature]
Christina Hargraves	1105 NE 13th St.	405-598-7743	[Signature]
Frankie Marshall	3305 SE 8th	816-328-2440	[Signature]
Tina Brown	777 N. Air Depot	405-921-4987	[Signature]
Mariah Sneed	—	405-512-9434	[Signature]
Celene Thomas-Brown	1600 NE 38th	405-618-2707	[Signature]
LAWANNA (TINY) Stoner	1013 NE 21st	405-273-0484	[Signature]
Jinda Jones	2628 NE 18	405-430-3697	[Signature]
Larry Cooke	3316 S.W 20th	405-246-8208	[Signature]
Patrice Numbi	1528 NW 13th Terrace	405-624-5615	[Signature]
Ighessia Shanks	500 Central Park #904	405-924-8583	[Signature]
Burke Bay	3408 E Forest Rd	405-503-8663	[Signature]
Kenerha Seay	2232 NE Uclid OKC, OK 73117	405-549-1714	[Signature]

WILLARD C. PITTS ACADEMY CHARTER SCHOOL PETITION

PETITION:

We the undersigned are in full support of the Willard C. Pitts Academy's charter school application to be designated as a public charter school in the State of Oklahoma. We are in agreement for our petition data to be used by Willard C. Pitts Academy to assist in the charter application process. Address data may also be used to provide inquiry and updates on the process for development and planning. Due to the nature of the petition, information will not be provided to any third party, nor be used for sales or solicitation.

NAME	ADDRESS	PHONE	SIGNATURE
Verdell Irby III	3320 N.E. 20th	405-210-9852	<i>[Signature]</i>
Tiffany Hubbard	2445 Kerr Dr Vln VA	405-612-4082	<i>[Signature]</i>
Stephanie Walker	1229 NE 41st Ter OKC, OK 73111	405-822-2255	<i>[Signature]</i>
Kameron Uzoma	11601 Farmington Way Edmond, OK	73012 405-808-4708	<i>[Signature]</i>
Farrak Sparks	P.O. Box 21044 OKC, OK 73156	405-714-5014	<i>[Signature]</i>
Monica [unclear]	5026 Cinder Lane, OKC	73135	<i>[Signature]</i>
Selene S. Ruiz	5074 Cinder Dr. OKC, OK	73135 806-23582	<i>[Signature]</i>
Reggie James	2028 NE Grand Blvd OKC OK	73135 404-84435	<i>[Signature]</i>
Candice Jackson	5921 SE 69th St. OKC, OK	73135	<i>[Signature]</i>
Angela Cross	820 NW 19th St Edmond OK	73012 405-436-9451	<i>[Signature]</i>
Antoine Cross	820 NW 19th St Edmond OK	73012 405-816-5372	<i>[Signature]</i>
LaRhonda Dwyer	3839 Briargrove Ln Dallas TX	404-304-8462	<i>[Signature]</i>
Elon [unclear]	509 N Missouri OKC	73117 405-881-6515	<i>[Signature]</i>
Alicia Cheedle	3421 Parkwoods W Murk OK	88-919-0662	<i>[Signature]</i>
Trecious Champion	3816 Haik St, OKC, OK	73121 405-406-7257	<i>[Signature]</i>
Sharay Oshee	12200 Heritage Park Rd OKC, OK	73120 405-835-9026	<i>[Signature]</i>

WILLARD C. PITTS ACADEMY CHARTER SCHOOL PETITION

PETITION:

We the undersigned are in full support of the Willard C. Pitts Academy's charter school application to be designated as a public charter school in the State of Oklahoma. We are in agreement for our petition data to be used by Willard C. Pitts Academy to assist in the charter application process. Address data may also be used to provide inquiry and updates on the process for development and planning. Due to the nature of the petition, information will not be provided to any third party, nor be used for sales or solicitation.

NAME	ADDRESS	PHONE	SIGNATURE
Jamie M.	14100 N Rockwell	580-444-4300	Jamie M.
Christina Tolbert			Christina Tolbert
Kenya Lucas	920 Glenmore Dr	405-502-1883	Kenya Lucas
Jailyn Coleman	802 NG 71 st ST, OKC, OK	73105 405-464-503	Jailyn Coleman
Robert Pennington	3317 E Park Pl	405 716-0834	Robert Pennington
Tynisha Brown	20 Bainbridge RD	405-204-1833	Tynisha Brown
Sonya Jones	3420 Hillside dr	910-935-0355	Sonya Jones
Nelisha Hamilton	1216 NE 48 th OKC, OK	405-229-8778	Nelisha Hamilton
Iris Hamilton	1316 NE 11 th OKC	405-601-8240	Iris Hamilton
Leonard Hamilton	1316 NE 11 th OKC	405-601-8240	Leonard Hamilton
Jasmine Cox	12123 Mid Heritage Park RD	918-632-7444	Jasmine Cox
Amarah Eubanks	12123 Heritage Park RD APT 123	405-933-5071	Amarah Eubanks
Mickayla Goldie	9320 ne 46 spencer	73084 405-863-5200	Mickayla Goldie

WILLARD C. PITTS ACADEMY
CHARTER SCHOOL PETITION

PETITION:

We the undersigned are in full support of the Willard C. Pitts Academy's charter school application to be designated as a public charter school in the State of Oklahoma. We are in agreement for our petition data to be used by Willard C. Pitts Academy to assist in the charter application process. Address data may also be used to provide inquiry and updates on the process for development and planning. Due to the nature of the petition, information will not be provided to any third party, nor be used for sales or solicitation.

NAME	ADDRESS	PHONE	SIGNATURE
Camara Hurt	1333 Regency Blvd Moore, OK 73160	405-821-7410	
Chloe Carter	21116 NE 30 St. 405-977-6151		Chloe Carter
Brody Vertzen	4001 NW 122nd St Apt 523 405-648-4410		Brody Vertzen
Laurette Price	3407 NW 39th 817 808-5369		Laurette Price
Tiffany Jones	1527 NE 42nd OK, OK 73111	405-754-7817	Tiffany Jones
Olivia Monahan	5105 N Hammond #5 73111		Olivia Monahan

Timestamp	What is your zip c/w/lat/lon?	How did you hear	What do you feel if a charter school	What is the primary focus	How much do you	Please select the choice that most closely aligns with your feelings
23/08/2023 08:33:	73111 N/A	Word of Mouth	Accessibility to a C-5-8 Only	Academic excellence English	A Lot	I am passionate about this opportunity and would like to be a part of a planning team.
23/08/2023 09:02:	73111 9th, 11th	Email	Provide students K-8	Science, Technology English	A Lot	I am passionate about this opportunity and would like to be a part of a planning team.
23/08/2023 10:18:	73141 N/A	Email	Current choices in K-3, 3-5 Only, 6-8	The core subjects English	Very Little	I am passionate about this opportunity and would like to be a part of a planning team.
23/08/2023 13:13:	73034 N/A	Email	To provide children K-12	College Prep/STE English	Some	I have some interest in opening a public charter school in our community.
23/08/2023 14:04:	73141 N/A	Email	To emphasize Pre-5-8 Only	Project-Based Learning English	Some	I have some interest in opening a public charter school in our community.
23/08/2023 16:24:	73111 12th	Email	a school that is re-K-12	Opportunities in Technology English	Some	I am passionate about this opportunity and would like to be a part of a planning team.
23/08/2023 16:38:	73105 N/A	Email	The need to serve 6-8 Only	Curriculum to improve English	Some	I am passionate about this opportunity and would like to be a part of a planning team.
23/08/2023 20:00:	73111 N/A	Email	Individual school C-K-8	Reading that is not English	Some	I have some interest in opening a public charter school in our community.

APPENDIX L

Certificate of Charter School Training

Office of State Superintendent State of Oklahoma



THE STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
RECOGNIZES AND APPLAUDS

LATASHA TIMBERLAKE

UPON SUCCESSFUL COMPLETION OF CHARTER SCHOOL TRAINING FOR EXEMPLARY
EXCELLENCE AND COMMITMENT TO ACADEMIC ACHIEVEMENT AND STUDENT SUCCESS, AND
SERVES AS A MODEL FOR QUALITY VALUES AND ESTEEMED CHARACTER IN OUR COMMUNITY
AND THROUGHOUT THE GREAT STATE OF OKLAHOMA.

AUGUST 31, 2023

DATE

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

RYAN WALTERS

STATE SUPERINTENDENT of PUBLIC INSTRUCTION

APPENDIX M

School Calendar

2025-2026

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026									
S	M	T	W	T	F	S			
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12	13	14	15	16	17	18			
19	20	21	22	23	24	25			

26	27	28	29	30	31	
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Record Day

26	27	28	29	30		
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November 2025						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Summer Internship (Optional)

May 2026						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

December 2025						
S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30	31			

June 2026						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

WILLARD C. PITTS ACADEMY TESTING CALENDAR

July 2026						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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27	28	29	30	31		

January 2026						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

- NWEA MAP
- District Benchmark
- State Testing
- WIDA Testing

August 2026						
S	M	T	W	T	F	S
					1	2
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24	25	26	27	28	29	30
31						

February 2026						
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22	23	24	25	26	27	28

September 2026						
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28	29	30				

March 2026						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 2026						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November 2026						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30						

May 2026						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			