



Board of Directors Meeting Agenda

Drexel Foundation for Educational Excellence, Inc.
DBA Thea Bowman Leadership Academy School
3401 W. 5th Avenue, Gary, IN 46406
Wednesday, January 25, 2023
6:00 PM CT

- I. Meeting Called to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
 - a. Approval of Board Agenda
 - b. Approval of Board Minutes from December 14, 2022 and December 19, 2022
- IV. CMO Report**
 - a. Principal's Report
 - b. Academic Support Update
 - c. Financial Report
 - i. Audit Update
- V. Authorizer Report (Trine University/Education One LLC)**
- VI. Old Business**
 - a. Approval of Security Guard Contract
- VII. New Business**
 - a. Approval of OnSite RTU Service Quote
- VIII. Discussion Items**
 - a. Building Expansion
 - b. Portables
 - c. ESSER Update
 - d. RFP - Technology
- IX. PTA**
- X. Open Communication/Public Comments**
- XI. Meeting Adjourned**

The next board meeting is scheduled for February 22, 2023 at 6:00 PM CT.

Board of Directors Meeting Minutes
Drexel Foundation for Educational Excellence, Inc.
DBA Thea Bowman Leadership Academy
3401 W. 5th Avenue, Gary, IN 46406
Wednesday, December 14, 2022
6:00 PM CT

I. Meeting Called to Order

A meeting of the Board of Directors (the “Board”) of Thea Bowman Leadership Academy (“TBLA”) was held on Wednesday, December 14, 2022. The meeting was called to order at 6:12 PM CT.

II. Pledge of Allegiance

The pledge of allegiance was recited by the assembled Directors and attendees.

III. Roll Call

Eve Gomez, President	Absent
Jason Beres, Vice President	Present
Michelle Dickerson, Treasurer	Present
Clifford Gooden	Absent
Helen Hill	Absent
Cedric Steele	Present
Michael Suggs	Absent

***A quorum was not met.**

Other Attendees:

- Lindsay Omlor, Executive Director of Charter Schools, Education One
- Marisa Simmons, Principal, Thea Bowman Leadership Academy
- Eva Spilker, President & CFO, PLA
- Cheri Shannon, Chief Growth Officer, PLA
- Melissa Morris, NW Regional Director, PLA
- Tahirah Thompson, Director of Operations Facilities & New School Launch, PLA
- Antoinette Troupe, Operations Manager, Thea Bowman Leadership Academy

IV. Authorizer Report (Trine University/Education One LLC)

Lindsay Omlor shared a link with an accountability update, community connections, and upcoming events.

V. Old Business

None

VI. New Business (Discussion Only)

a. Approval of Building Expansion Architect/PE

Tahirah Thompson provided an update.

A total of five vendors were contacted with two vendors replying. Lindsay Omlor suggested that the board reach out to their legal team to inquire about exemptions.

b. Approval of HVAC Repair

Antoinette Troupe provided an update.

Three units are currently in non-working order. Ms. Troupe proposed that the three units get repaired as soon as possible, and then follow up with a complete assessment for all units.

c. Approval of Retention Bonus

Cathy Kendrick provided an overview of the bonus being proposed. Questions that were previously asked will be addressed via email.

VII. Discussion items

a. Building Expansion

b. Portables Update

Tahirah Thompson provided an update on critical and non-critical items.

VIII. PTA

None

IX. Open Communication/Public Comments

None

X. Meeting Adjourned

A motion was made to adjourn the meeting.

Motion: Cedric Steele Support: Michelle Dickerson

The meeting was adjourned at 6:47 PM.

IV. Meeting Adjourned

A motion was made to adjourn the meeting.

Motion: Jason Beres

Support: Michelle Dickerson

The meeting was adjourned at 5:37 PM.



Thea Bowman Leadership Academy

January Administration Team Report

Academic Updates:

The following has taken place:

- Staff Professional Development
- SAT Prep Classes for 10th & 11th Grade
- Formal Evaluations
- BAS testing
- NWEA Testing

January Events & Activities:

The following events took place this month:

- Parent Conferences
- Family Fitness Night
- Senior Night-Girls' basketball, cheer and dance
- Sporting Events

Upcoming Events:

The following events will take place in February:

- SAT Prep for 11th Grade-January 6, 2023 - February 24, 2023
- NWEA Testing-January 30, 2023 - February 10, 2023
- PD Day-February 3, 2023
- Progress Reports-February 3, 2023
- Friendship Dance (ES)-February 14, 2023
- Parents Night Out-February 17, 2023

Athletic Updates:

- Athletic events-visit our Athletic website for schedules

Facilities Tracking:

- Portables in progress
- Beautification projects

Enrollment:

The enrollment for January 2023 is as follows:

Grade	Number of Scholars
K	48
1st	52
2nd	64
3rd	48
4th	51
5th	63
6th	78
7th	69
8th	68
9th	72
10th	64
11th	66
12th	64
TOTAL	807

01 | Continuous Improvement: MOY Snapshot and Strategic Planning for Second Semester

If we are to keep our **Proficient** scholars on track and move our scholars that are **Approaching Proficiency** to mastery, then we must ensure we are teaching grade level content every day.



GEORGE LUCAS EDUCATIONAL FOUNDATION

edutopia



ADMINISTRATION & LEADERSHIP

3 Research-Backed Strategies for School Turnarounds

What does it take to get an elementary school back on track after a bad accountability score?

By Bekah McNeel

Across the country, schools that have done this work rely on **three common research-backed strategies**: monitoring data, improving curriculum and instruction, and shifting campus culture.



02

Determination: The 2nd Semester Strategic Plan

Improving Curriculum and Instruction

Updated Pacing Guide for Eureka to Ensure Priority Standards are taught. Administration provides Coaching through the Coaching Cycle process.

Eureka Math Standards Aligned Pacing Guide - 4th Grade (red = high priority, yellow = med priority, green = low priority, blue = combined standards)

Standards	Indiana Standard Correlation	Evidence	Quarter	Quarter 1			Total	Quarter 2	
				Module 1	Module 2	Module 3 (first 3 topics A-C)		Standards Q1	Module 3 (Remaining Topics D-H)
Operations and Algebraic Thinking									
CC.4.OA.1 Use the four operations with whole numbers to solve problems. Interpret a multiplication equation as a comparison, e.g., interpret $35 = 5 \times 7$ as a statement that 35 is 5 times as many as 7 and 7 times as many as 5. Represent verbal statements of multiplicative comparisons as multiplication equations.	4.AT.3	Given a situation involving multiplicative comparison, create a multiplication or division equation to represent the data, solve a multiplication or division word problem. Explain the reasonableness of a solution in words, reason through a word problem to find an unknown value (given various amounts of information - ex. given the solution or key piece of information, or only some information)			X		X		
CC.4.OA.2 Use the four operations with whole numbers to solve problems. Multiply or divide to solve word problems involving multiplicative comparison, e.g., by using drawings and equations with a symbol for the unknown number to represent the problem, distinguishing multiplicative comparison from additive comparison.	4.AT.4					X		X	
CC.4.OA.3 Use the four operations with whole numbers to solve problems. Solve multistep word problems posed with whole numbers and having whole-number answers using the four operations, including problems in which remainders must be interpreted. Represent these problems using equations with a letter standing for the unknown quantity. Assess the reasonableness of answers using mental computation and estimation strategies including rounding.	4.AT.1		X		X		X		
CC.4.OA.4 Gain familiarity with factors and multiples. Find all factor pairs for a whole number in the range 1-100. Recognize that a whole number is a multiple of each of its factors. Determine whether a given whole number in the range 1-100 is a multiple of a given one-digit number. Determine whether a given whole number in the range 1-100 is prime or composite.	4.NS.8					X		X	

Monitoring Data

Monitoring Data through our Close Reading and Eureka Math CFAs (Common Formative Assessments) Tracker and discussing student progress at PLCs.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Close Reading Data Dashboard Link	Overall Engagement (Percentage of scholars that completed the assessment enrolled into Edulastic)								Overall Proficiency (Percent of scholars, schoolwide, who score 70% or above)							
		Grade Level Engagement						Grade Level Proficiency								
Week of:		3rd	4th	5th	6th	7th	8th		3rd	4th	5th	6th	7th	8th		
0/17/2022 (Week 8)																



02

Determination: The 2nd Semester Strategic Plan

Monitoring Data

Ensure we are utilizing and monitoring a watchlist for proficient and approaching proficient scholars along with scholars below grade level in their classroom.

Math Goal Sheet

Name:		Grade:		Teacher:	
Last Year Math ILEARN Score:				Proficient / Approaching / Below	
NWEA					
BOY Score:	Goal	MOY Score	Goal	EOY Score	
Eureka					
Module: _____					
Topic:					

Shifting Staff Culture



- K-8 Data collection
- Goal 3/4 positive interactions
- Behaviors customized for the school.

PLC

- PLC fosters Continuous Improvement
- Weekly Data talks occur with the "Now What" approach
- Team building through analysis and response to data
- Intentional Planning with Small Group Instruction
- Overcommunicating the "why" and expectations of the pacing guide.
- Backwards design by looking forward to the next assessment



03

Continuous Improvement: Instructional Review Plans in Action

Powerful Practices



Meet With Staff and Review Data and Expectations for 2nd Semester

On Wednesday, January 25th we met with staff during their prep to review data, determine barriers, and share expectations for 2nd semester.

- Track Close Reading
- Track Eureka Math
- New Pacing Guide for Priority Standards
- Watchlist for Proficient and Nearly Proficient Scholars



Reading Advantage

We are wrapping up the benchmark assessment that allows us to regroup our scholars at their instructional level. This allows our scholars to receive the instruction they need at their level to grow and close the achievement gaps.



K-8 Plan

We've had 2894 entries in our LiveSchool Platform for TBLA. This represents 1463 positive incidents and 1431 negative incidents.

Our goal is to have 3 positives to 1 negative incident. There is a lot of traction over the last month on this platform! We will refine our practice over the second semester.

Students earn incentives with Points!

1) Income Statement

Revenue - year to date:

	5,614,142	actual	11/30/2022
	7,329,611	budget	11/30/2022
\$	<u>(1,715,469)</u>	Below budget YTD (Negative to Budget)	

Expenses - year to date:

	5,273,177	actual	11/30/2022
	7,204,493	budget	11/30/2022
\$	<u>1,931,317</u>	Below Budget YTD (Positive to Budget)	

Net Income - year to date:

\$	340,966	actual	11/30/2022
\$	<u>125,117</u>	budget	11/30/2022
\$	215,848	Above budget YTD (Positive to Budget)	

YTD Nov revenue is \$1.7mm below budget primarily due to ESSER II & III revenues that will not be claimed until later in the year when the expenses are incurred. YTD Nov expenses are \$1.93mm below budget primarily due to ESSER II & III expenses that will be incurred later in the year.

2) Cash Balances:

\$	4,523,195	11/30/2022
----	-----------	------------

3) Accounts Payable Balances:

\$	237,994	11/30/2022
----	---------	------------

4) Days Cash:

95

Enrollment

Budget	825
Aug based on Budget	<u>841</u>
Variance	16

Phalen Leadership Academy - Indiana
Thea Bowman Leadership Academy
 Balance Sheet

	Actual 11/30/2022	Actual 6/30/2022
ASSETS		
CURRENT ASSETS		
Cash	4,523,194.60	4,952,278.13
Restricted Cash Bond	577,159.95	173,599.44
Accounts Receivable	187,686.41	60,075.82
Grants Receivable	878,173.68	746,270.12
Prepays	269,290.18	80,691.69
Deposits	24,612.60	24,612.60
Total	6,460,117.42	6,037,527.80
PROPERTY AND EQUIPMENT		
Land	859,885.95	859,885.95
Building Improvements	17,345,046.44	17,025,110.94
Textbooks	494,080.35	311,354.38
Equipment	1,559,000.36	1,512,815.90
Computers	2,361,838.93	2,260,525.72
Software	145,547.58	145,547.58
Furniture	840,499.77	834,756.93
Accumulated Depreciation	(11,752,713.11)	(11,504,089.26)
Total	11,853,186.27	11,445,908.14
OTHER ASSETS		
Bond Debt Reserve Fund	1,173,560.66	1,173,536.24
Bond Discount	256,743.36	259,993.26
Bond Issuance Costs	792,659.69	802,693.34
Deferred Expense	2,950.00	3,050.00
Total	2,225,913.71	2,239,272.84
Total Current Assets	20,539,217.40	19,722,708.78
Total Assets	20,539,217.40	19,722,708.78
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts Payable	237,993.73	66,310.91
Accrued Expenses	498,754.70	260,067.00
Payroll Liabilities	238,305.13	185,251.47
Unearned Revenue	12,118.90	0.00
Total CURRENT LIABILITIES	987,172.46	511,629.38
LONG TERM LIABILITIES		
Bonds Payable	16,775,000.00	16,775,000.00
Total	16,775,000.00	16,775,000.00

Phalen Leadership Academy - Indiana
Thea Bowman Leadership Academy
 Balance Sheet

	Actual 11/30/2022	Actual 6/30/2022
Total Liabilities	17,762,172.46	17,286,629.38
 NET ASSETS		
Unrestricted Net Assets	2,777,044.94	2,432,979.40
Temporarily Restricted Net Assets	0.00	3,100.00
Total	2,777,044.94	2,436,079.40
 Total Net Assets	2,777,044.94	2,436,079.40
 Total Liabilities and Net Assets	20,539,217.40	19,722,708.78
 BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	2,436,079.40	847,294.92
 NET SURPLUS/(DEFICIT)	340,965.54	1,588,784.48
 ENDING NET ASSETS	2,777,044.94	2,436,079.40

Phalen Leadership Academy - Indiana

Thea Bowman Leadership Academy

Income Statement

	Actual 11/1/2022 - 11/30/2022	Actual 7/1/2022 - 11/30/2022	Budget 7/1/2022 - 11/30/2022	Favorable (Unfavorable)	Annual Budget	Budget Remaining
INCOME						
Federal Funding						
Title I	46,195.47	890,926.91	868,172.50	22,754.41	2,083,614.00	1,192,687.09
Title II	67,716.00	123,036.25	21,388.80	101,647.45	51,333.00	(71,703.25)
Title IV	0.00	19,202.09	35,233.30	(16,031.21)	84,560.00	65,357.91
SPED	44,704.26	58,575.76	29,362.50	29,213.26	70,470.00	11,894.24
Federal Lunch Reimbursement	58,876.60	195,481.10	260,850.00	(65,368.90)	626,040.00	430,558.90
ESSER II	159,272.08	642,086.03	1,255,851.20	(613,765.17)	3,014,043.00	2,371,956.97
ESSER III	8,080.02	57,994.38	1,500,000.00	(1,442,005.62)	3,600,000.00	3,542,005.62
Total Federal Funding	384,844.43	1,987,302.52	3,970,858.30	(1,983,555.78)	9,530,060.00	7,542,757.48
State Funding						
Basic Support	572,642.87	2,984,399.86	2,805,888.30	178,511.56	6,734,132.00	3,749,732.14
Charter School Grant	0.00	531,250.00	515,625.00	15,625.00	1,031,250.00	500,000.00
Remediation Grant	0.00	9,510.00	0.00	9,510.00	0.00	(9,510.00)
Textbook Reimbursement	0.00	0.00	0.00	0.00	52,986.00	52,986.00
Gifted and Talented	0.00	7,310.89	0.00	7,310.89	0.00	(7,310.89)
Career and Technical Education	935.09	935.09	0.00	935.09	0.00	(935.09)
Early Intervention	0.00	1,889.36	0.00	1,889.36	0.00	(1,889.36)
Total State Funding	573,577.96	3,535,295.20	3,321,513.30	213,781.90	7,818,368.00	4,283,072.80
Other Revenue						
Student Fees	3,160.00	8,447.00	14,088.30	(5,641.30)	33,812.00	25,365.00
Athletics	6,463.00	29,078.40	21,927.60	7,150.80	54,819.00	25,740.60
Other Income	645.90	40,948.12	1,223.20	39,724.92	3,058.00	(37,890.12)
Interest Income	47.44	256.59	0.00	256.59	0.00	(256.59)
Contributions	0.00	12,656.25	0.00	12,656.25	0.00	(12,656.25)
Student Fundraising Income	0.00	158.00	0.00	158.00	0.00	(158.00)
Total Other Revenue	10,316.34	91,544.36	37,239.10	54,305.26	91,689.00	144.64
Total Income	968,738.73	5,614,142.08	7,329,610.70	(1,715,468.62)	17,440,117.00	11,825,974.92
EXPENSES						
Personnel Costs						
Salary and Wages	297,655.30	1,769,440.77	1,884,170.80	114,730.03	4,522,010.00	2,752,569.23
Bonuses	55,500.00	55,500.00	0.00	(55,500.00)	40,000.00	(15,500.00)
Stipends	30,591.84	68,023.51	80,000.00	11,976.49	200,000.00	131,976.49
Payroll Taxes	27,128.40	142,479.91	169,575.40	27,095.49	406,981.00	264,501.09
Health Insurance	49,649.66	182,371.70	207,258.70	24,887.00	497,421.00	315,049.30
Retirement Expense	2,812.38	58,242.51	94,208.70	35,966.19	226,101.00	167,858.49
Substitutes	0.00	(6,000.00)	21,424.00	27,424.00	53,560.00	59,560.00
Total Personnel Costs	463,337.58	2,270,058.40	2,456,637.60	186,579.20	5,946,073.00	3,676,014.60
Professional Fees						

Phalen Leadership Academy - Indiana

Thea Bowman Leadership Academy

Income Statement

	Actual 11/1/2022 - 11/30/2022	Actual 7/1/2022 - 11/30/2022	Budget 7/1/2022 - 11/30/2022	Favorable (Unfavorable)	Annual Budget	Budget Remaining
SPED Services	6,516.76	10,427.96	63,085.20	52,657.24	157,713.00	147,285.04
Instruction Services	5,236.00	65,974.00	60,000.00	(5,974.00)	152,464.00	86,490.00
Staff Training & Recruitment	0.00	14,259.97	8,133.00	(6,126.97)	16,266.00	2,006.03
Accounting Fees	7,050.00	28,200.00	16,822.50	(11,377.50)	40,374.00	12,174.00
Admin Professional Services	212,049.00	873,213.00	748,471.60	(124,741.40)	1,796,332.00	923,119.00
Legal Fees	0.00	3,593.75	6,021.60	2,427.85	14,452.00	10,858.25
Marketing	0.00	259.20	1,477.00	1,217.80	2,954.00	2,694.80
Honors Diploma	0.00	15,695.89	3,522.05	(12,173.84)	8,453.00	(7,242.89)
Total Professional Fees	230,851.76	1,011,623.77	907,532.95	(104,090.82)	2,189,008.00	1,177,384.23
Classroom Supplies & Materials						
Classroom Supplies & Materials	(28,652.40)	179,826.64	232,461.60	52,634.96	557,908.00	378,081.36
Curricular Materials	15,825.76	37,880.31	93,750.00	55,869.69	225,000.00	187,119.69
Total Classroom Supplies & Materials	(12,826.64)	217,706.95	326,211.60	108,504.65	782,908.00	565,201.05
School Breakfast & Lunch Expense						
School Breakfast & Lunch Expense	32,600.00	140,745.80	204,885.76	64,139.96	563,436.00	422,690.20
Total Breakfast & Lunch	32,600.00	140,745.80	204,885.76	64,139.96	563,436.00	422,690.20
Student Transportation Expenses						
Student Transportation Expense	29,451.20	43,725.72	15,898.88	(27,826.84)	43,722.00	(3.72)
Total Student Transportation	29,451.20	43,725.72	15,898.88	(27,826.84)	43,722.00	(3.72)
Student Uniform Expense						
Student Uniform Expense	0.00	259.32	86.00	(173.32)	172.00	(87.32)
Total Student Uniform	0.00	259.32	86.00	(173.32)	172.00	(87.32)
Extra-Curricular Expenses						
Extra-Curricular Expenses	23,561.72	76,352.84	101,590.00	25,237.16	243,816.00	167,463.16
Total Extra-Curricular	23,561.72	76,352.84	101,590.00	25,237.16	243,816.00	167,463.16
Technology Expenses						
Technology Expenses	32,774.45	164,849.35	180,562.50	15,713.15	433,350.00	268,500.65
Total Technology	32,774.45	164,849.35	180,562.50	15,713.15	433,350.00	268,500.65
Facility and Equipment Expenses						
Building Rent	24,739.74	88,926.78	271,791.60	182,864.82	652,300.00	563,373.22
Building Maintenance	16,849.30	61,388.45	1,336,668.30	1,275,279.85	3,208,004.00	3,146,615.55
Grounds Maintenance	675.00	3,515.00	14,005.00	10,490.00	33,612.00	30,097.00
Janitorial Services & Supplies	(5,330.18)	34,162.33	36,839.50	2,677.17	88,415.00	54,252.67
Security Services	47,127.99	167,249.55	104,974.10	(62,275.45)	251,938.00	84,688.45
Equipment Rental	5,573.79	26,462.28	27,506.20	1,043.92	66,015.00	39,552.72
Equipment Expense and Maintenance	0.00	1,800.82	22,088.30	20,287.48	53,012.00	51,211.18
Trash Removal	3,812.39	18,995.59	10,848.30	(8,147.29)	26,036.00	7,040.41
Total Facility and Equipment	93,448.03	402,500.80	1,824,721.30	1,422,220.50	4,379,332.00	3,976,831.20

Phalen Leadership Academy - Indiana
Thea Bowman Leadership Academy
Income Statement

	Actual 11/1/2022 - 11/30/2022	Actual 7/1/2022 - 11/30/2022	Budget 7/1/2022 - 11/30/2022	Favorable (Unfavorable)	Annual Budget	Budget Remaining
Utilities						
Utilities	120.18	54,859.56	81,560.00	26,700.44	195,744.00	140,884.44
Total Utilities	<u>120.18</u>	<u>54,859.56</u>	<u>81,560.00</u>	<u>26,700.44</u>	<u>195,744.00</u>	<u>140,884.44</u>
Other Expenses						
Authorizer Fees	16,622.74	85,294.98	84,176.60	(1,118.38)	202,024.00	116,729.02
Office Supplies	574.34	13,142.06	9,152.00	(3,990.06)	21,965.00	8,822.94
Insurance Expense	14,538.58	69,288.52	66,645.00	(2,643.52)	159,948.00	90,659.48
Bank Fees	17.91	8,392.23	4,356.20	(4,036.03)	10,455.00	2,062.77
Admin Travel	976.88	2,970.68	1,533.70	(1,436.98)	3,681.00	710.32
Other Food Purchases	0.00	3,398.61	5,572.50	2,173.89	13,374.00	9,975.39
Interest Expense	80,710.94	403,554.70	504,443.30	100,888.60	1,210,664.00	807,109.30
Postage	1,010.62	3,390.13	2,614.50	(775.63)	6,275.00	2,884.87
Membership Dues & Fees	400.00	2,955.01	1,166.00	(1,789.01)	2,332.00	(623.01)
Field Trips	0.00	35,388.50	5,784.40	(29,604.10)	14,461.00	(20,927.50)
Nurse Supplies	0.00	0.00	1,827.50	1,827.50	4,386.00	4,386.00
Other Event Expenses	0.00	811.21	2,436.80	1,625.59	6,092.00	5,280.79
COVID-19 Operation Related Expenses	0.00	0.00	16,666.60	16,666.60	40,000.00	40,000.00
Total Other Expenses	<u>114,852.01</u>	<u>628,586.63</u>	<u>706,375.10</u>	<u>77,788.47</u>	<u>1,695,657.00</u>	<u>1,067,070.37</u>
Depreciation & Amortization						
Depreciation Expense	49,176.20	248,623.85	291,000.00	42,376.15	698,400.00	449,776.15
Amortization Expense	2,656.71	13,283.55	107,431.65	94,148.10	257,836.00	244,552.45
Total Depreciation & Amortization	<u>51,832.91</u>	<u>261,907.40</u>	<u>398,431.65</u>	<u>136,524.25</u>	<u>956,236.00</u>	<u>694,328.60</u>
Total Expenses	<u>1,060,003.20</u>	<u>5,273,176.54</u>	<u>7,204,493.34</u>	<u>1,931,316.80</u>	<u>17,429,454.00</u>	<u>12,156,277.46</u>
Net Income (Loss)	<u>(91,264.47)</u>	<u>340,965.54</u>	<u>125,117.36</u>	<u>215,848.18</u>	<u>10,663.00</u>	<u>(330,302.54)</u>

Phalen Leadership Academy - Indiana Open Invoice Report

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
ADT Commercial									
ADT Commercial	147660003	11/1/2022	11/1/2022	\$92.02	\$0.00		\$92.02	11/1/2022	29
<i>Totals for ADT Commercial:</i>				<u>\$92.02</u>	<u>\$0.00</u>		<u>\$92.02</u>		
Agape Union Transport									
Agape Union Transport	#003	11/1/2022	11/1/2022	\$600.00	\$0.00		\$600.00	11/1/2022	29
Agape Union Transport	#004	11/4/2022	11/4/2022	\$600.00	\$0.00		\$600.00	11/4/2022	26
Agape Union Transport	#005	11/11/2022	11/11/2022	\$750.00	\$0.00		\$750.00	11/11/2022	19
<i>Totals for Agape Union Transport:</i>				<u>\$1950.00</u>	<u>\$0.00</u>		<u>\$1950.00</u>		
AKA Comp Solutions									
AKA Comp Solutions	6516	9/1/2022	9/1/2022	\$15000.00	\$0.00		\$15000.00	9/16/2022	75
<i>Totals for AKA Comp Solutions:</i>				<u>\$15000.00</u>	<u>\$0.00</u>		<u>\$15000.00</u>		
Blythe's Athletics									
Blythe's Athletics	JD101024	11/1/2022	11/1/2022	\$1096.00	\$0.00		\$1096.00	11/1/2022	29
<i>Totals for Blythe's Athletics:</i>				<u>\$1096.00</u>	<u>\$0.00</u>		<u>\$1096.00</u>		
Broadway Self Storage									
Broadway Self Storage	11.10.2022	11/10/2022	11/10/2022	\$530.00	\$0.00		\$530.00	11/10/2022	20
<i>Totals for Broadway Self Storage:</i>				<u>\$530.00</u>	<u>\$0.00</u>		<u>\$530.00</u>		
BSN Sports									
BSN Sports	918048203	11/1/2022	11/1/2022	\$3717.38	\$0.00		\$3717.38	11/1/2022	29
BSN Sports	918763162	11/17/2022	11/17/2022	\$421.56	\$0.00		\$421.56	11/17/2022	13
BSN Sports	918963517	11/27/2022	11/27/2022	\$427.18	\$0.00		\$427.18	11/27/2022	3
BSN Sports	918963509	11/27/2022	11/27/2022	\$53.25	\$0.00		\$53.25	11/27/2022	3
BSN Sports	919248265	11/14/2022	11/14/2022	\$94.50	\$0.00		\$94.50	11/14/2022	16
BSN Sports	919379569	11/21/2022	11/21/2022	\$2624.82	\$0.00		\$2624.82	11/21/2022	9
BSN Sports	919379545	11/21/2022	11/21/2022	\$928.03	\$0.00		\$928.03	11/21/2022	9
<i>Totals for BSN Sports:</i>				<u>\$8266.72</u>	<u>\$0.00</u>		<u>\$8266.72</u>		
Cinemagic Sportsline									
Cinemagic Sportsline	22023011B	11/3/2022	11/3/2022	\$1040.00	\$0.00		\$1040.00	11/3/2022	27
<i>Totals for Cinemagic Sportsline:</i>				<u>\$1040.00</u>	<u>\$0.00</u>		<u>\$1040.00</u>		
CINTAS Corporation									
CINTAS Corporation	4137331864	11/14/2022	11/14/2022	\$668.71	\$0.00		\$668.71	11/24/2022	6
CINTAS Corporation	4138674250	11/28/2022	11/28/2022	\$668.71	\$0.00		\$668.71	12/8/2022	0
CINTAS Corporation	4137981552	11/18/2022	11/18/2022	\$668.71	\$0.00		\$668.71	11/28/2022	2
<i>Totals for CINTAS Corporation:</i>				<u>\$2006.13</u>	<u>\$0.00</u>		<u>\$2006.13</u>		
College Board									
College Board	CV-7155-0046-0047	11/29/2022	11/29/2022	\$150.00	\$0.00		\$150.00	11/29/2022	1
College Board	EA00174390	11/3/2022	11/3/2022	\$400.00	\$0.00		\$400.00	11/3/2022	27

Phalen Leadership Academy - Indiana Open Invoice Report

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
<i>Totals for College Board:</i>				\$550.00	\$0.00		\$550.00		
D&R Press									
D&R Press	PC221051	11/30/2022	11/30/2022	\$889.00	\$0.00		\$889.00	11/30/2022	0
<i>Totals for D&R Press:</i>				\$889.00	\$0.00		\$889.00		
Donovan CPAs/Advisors									
Donovan CPAs/Advisors	77367	11/14/2022	11/14/2022	\$7050.00	\$0.00		\$7050.00	12/14/2022	0
<i>Totals for Donovan CPAs/Advisors:</i>				\$7050.00	\$0.00		\$7050.00		
Global Psychological									
Global Psychological	22.1031.40	11/9/2022	11/9/2022	\$416.80	\$0.00		\$416.80	11/9/2022	21
<i>Totals for Global Psychological:</i>				\$416.80	\$0.00		\$416.80		
Haggard, Arthur									
Haggard, Arthur		11/29/2022	11/29/2022	\$186.93	\$0.00		\$186.93	12/9/2022	0
<i>Totals for Haggard, Arthur:</i>				\$186.93	\$0.00		\$186.93		
Hand 2 Mind									
Hand 2 Mind	000062867	11/16/2022	11/16/2022	\$21.99	\$0.00		\$21.99	11/26/2022	4
<i>Totals for Hand 2 Mind:</i>				\$21.99	\$0.00		\$21.99		
Hudson Campbell Sports & Fitness Center									
Hudson Campbell Sports & Fitness Center	10048	11/1/2022	11/1/2022	\$520.00	\$0.00		\$520.00	11/1/2022	29
<i>Totals for Hudson Campbell Sports & Fitness Center:</i>				\$520.00	\$0.00		\$520.00		
Illinois Central School Bus LLC									
Illinois Central School Bus LLC	150-06207	11/1/2022	11/1/2022	\$180.00	\$0.00		\$180.00	11/16/2022	14
Illinois Central School Bus LLC	150-06208	11/1/2022	11/1/2022	\$375.00	\$0.00		\$375.00	11/16/2022	14
Illinois Central School Bus LLC	150-06209	11/1/2022	11/1/2022	\$180.00	\$0.00		\$180.00	11/16/2022	14
Illinois Central School Bus LLC	150-06210	11/1/2022	11/1/2022	\$619.80	\$0.00		\$619.80	11/16/2022	14
Illinois Central School Bus LLC	150-06211	11/1/2022	11/1/2022	\$180.00	\$0.00		\$180.00	11/16/2022	14
Illinois Central School Bus LLC	150-06212	11/1/2022	11/1/2022	\$180.00	\$0.00		\$180.00	11/16/2022	14
Illinois Central School Bus LLC	150-06213	11/1/2022	11/1/2022	\$180.00	\$0.00		\$180.00	11/16/2022	14
Illinois Central School Bus LLC	150-06193	11/1/2022	11/1/2022	\$1540.00	\$0.00		\$1540.00	11/16/2022	14
Illinois Central School Bus LLC	150-06230	11/1/2022	11/1/2022	\$180.00	\$0.00		\$180.00	11/16/2022	14
Illinois Central School Bus LLC	150-06229	11/1/2022	11/1/2022	\$300.00	\$0.00		\$300.00	11/16/2022	14
Illinois Central School Bus LLC	150-06228	11/1/2022	11/1/2022	\$180.00	\$0.00		\$180.00	11/16/2022	14
Illinois Central School Bus LLC	150-06227	11/1/2022	11/1/2022	\$180.00	\$0.00		\$180.00	11/16/2022	14
Illinois Central School Bus LLC	150-06226	11/1/2022	11/1/2022	\$180.00	\$0.00		\$180.00	11/16/2022	14
Illinois Central School Bus LLC	1500-06203	11/1/2022	11/1/2022	\$340.20	\$0.00		\$340.20	11/16/2022	14
Illinois Central School Bus LLC	150-06204	11/1/2022	11/1/2022	\$180.00	\$0.00		\$180.00	11/16/2022	14
Illinois Central School Bus LLC	150-06205	11/1/2022	11/1/2022	\$180.00	\$0.00		\$180.00	11/16/2022	14
Illinois Central School Bus LLC	150-06206	11/1/2022	11/1/2022	\$360.00	\$0.00		\$360.00	11/16/2022	14
<i>Totals for Illinois Central School Bus LLC:</i>				\$5515.00	\$0.00		\$5515.00		

Phalen Leadership Academy - Indiana

Open Invoice Report

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
Impact Networking Indiana, LLC									
Impact Networking Indiana, LLC	2787023	11/28/2022	11/28/2022	\$233.74	\$0.00		\$233.74	12/8/2022	0
<i>Totals for Impact Networking Indiana, LLC:</i>				\$233.74	\$0.00		\$233.74		
Indiana American Water									
Indiana American Water	Oct 2022	11/1/2022	11/1/2022	\$273.45	\$0.00		\$273.45	11/1/2022	29
<i>Totals for Indiana American Water:</i>				\$273.45	\$0.00		\$273.45		
Johnson Controls Security Solutions									
Johnson Controls Security Solutions	38089695	11/5/2022	11/5/2022	\$923.47	\$0.00		\$923.47	11/20/2022	10
<i>Totals for Johnson Controls Security Solutions:</i>				\$923.47	\$0.00		\$923.47		
Lab-Aids									
Lab-Aids	00156020	11/1/2022	11/1/2022	\$2772.00	\$0.00		\$2772.00	11/1/2022	29
<i>Totals for Lab-Aids:</i>				\$2772.00	\$0.00		\$2772.00		
Main Sporting Goods									
Main Sporting Goods	109333	11/4/2022	11/4/2022	\$60.00	\$0.00		\$60.00	11/14/2022	16
Main Sporting Goods	109331	11/3/2022	11/3/2022	\$196.00	\$0.00		\$196.00	11/13/2022	17
Main Sporting Goods	109323	11/1/2022	11/1/2022	\$241.00	\$0.00		\$241.00	11/11/2022	19
<i>Totals for Main Sporting Goods:</i>				\$497.00	\$0.00		\$497.00		
Meadjam Lawn Care									
Meadjam Lawn Care	3202201020	11/1/2022	11/1/2022	\$675.00	\$0.00		\$675.00	11/1/2022	29
Meadjam Lawn Care	2022201020	11/19/2022	11/19/2022	\$1125.00	\$0.00		\$1125.00	11/19/2022	11
<i>Totals for Meadjam Lawn Care:</i>				\$1800.00	\$0.00		\$1800.00		
Modrak Products Co. Inc.									
Modrak Products Co. Inc.	215914	11/15/2022	11/15/2022	\$75.00	\$0.00		\$75.00	11/15/2022	15
<i>Totals for Modrak Products Co. Inc.:</i>				\$75.00	\$0.00		\$75.00		
Physicians Coding and Education Services									
Physicians Coding and Education Services	CT#11302022	11/30/2022	11/30/2022	\$2618.00	\$0.00		\$2618.00	12/10/2022	0
Physicians Coding and Education Services	CTE09302022	11/1/2022	11/1/2022	\$2618.00	\$0.00		\$2618.00	11/11/2022	19
<i>Totals for Physicians Coding and Education Services:</i>				\$5236.00	\$0.00		\$5236.00		
Power Sports Network									
Power Sports Network	22090	11/14/2022	11/14/2022	\$605.00	\$0.00		\$605.00	11/14/2022	16
Power Sports Network	22089	11/14/2022	11/14/2022	\$562.31	\$0.00		\$562.31	11/14/2022	16
<i>Totals for Power Sports Network:</i>				\$1167.31	\$0.00		\$1167.31		
PremiStar-Indiana									
PremiStar-Indiana	A12076088	11/18/2022	11/18/2022	\$2180.14	\$0.00		\$2180.14	11/28/2022	2
<i>Totals for PremiStar-Indiana:</i>				\$2180.14	\$0.00		\$2180.14		
Ray's Movers Inc.									

Phalen Leadership Academy - Indiana

Open Invoice Report

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
Ray's Movers Inc.	13144	11/1/2022	11/1/2022	\$462.50	\$0.00		\$462.50	11/1/2022	29
<i>Totals for Ray's Movers Inc.:</i>				<u>\$462.50</u>	<u>\$0.00</u>		<u>\$462.50</u>		
RM Consulting and Engineering LLC									
RM Consulting and Engineering LLC	400	11/18/2022	11/18/2022	\$1500.00	\$0.00		\$1500.00	11/18/2022	12
<i>Totals for RM Consulting and Engineering LLC:</i>				<u>\$1500.00</u>	<u>\$0.00</u>		<u>\$1500.00</u>		
RSI Truck & Bus Repair Inc.									
RSI Truck & Bus Repair Inc.	17656	11/14/2022	11/14/2022	\$1095.00	\$0.00		\$1095.00	11/14/2022	16
RSI Truck & Bus Repair Inc.	17696	11/22/2022	11/22/2022	\$690.00	\$0.00		\$690.00	11/22/2022	8
RSI Truck & Bus Repair Inc.	17676	11/17/2022	11/17/2022	\$2800.00	\$0.00		\$2800.00	11/17/2022	13
RSI Truck & Bus Repair Inc.	17644	11/9/2022	11/9/2022	\$9690.00	\$0.00		\$9690.00	11/9/2022	21
RSI Truck & Bus Repair Inc.	17644	11/9/2022	11/9/2022	\$9496.20	\$0.00		\$9496.20	11/9/2022	21
<i>Totals for RSI Truck & Bus Repair Inc.:</i>				<u>\$23771.20</u>	<u>\$0.00</u>		<u>\$23771.20</u>		
Scholastic Inc.									
Scholastic Inc.	M7266816 3	11/1/2022	11/1/2022	\$6098.40	\$0.00		\$6098.40	11/16/2022	14
Scholastic Inc.	M7338866 2	11/1/2022	11/1/2022	\$250.00	\$0.00		\$250.00	11/16/2022	14
Scholastic Inc.	M7339239	11/1/2022	11/1/2022	\$208.78	\$0.00		\$208.78	11/16/2022	14
Scholastic Inc.	42358431	11/1/2022	11/1/2022	\$38.38	\$0.00		\$38.38	11/16/2022	14
Scholastic Inc.	42358432	11/1/2022	11/1/2022	\$24.50	\$0.00		\$24.50	11/16/2022	14
Scholastic Inc.	42153366	10/4/2022	10/4/2022	\$8.44	\$0.00		\$8.44	10/19/2022	42
Scholastic Inc.	42259488	11/1/2022	11/1/2022	\$3409.98	\$0.00		\$3409.98	11/16/2022	14
Scholastic Inc.	42259490	11/1/2022	11/1/2022	\$7198.75	\$0.00		\$7198.75	11/16/2022	14
Scholastic Inc.	42342603	11/1/2022	11/1/2022	\$1176.52	\$0.00		\$1176.52	11/16/2022	14
Scholastic Inc.	42342606	11/1/2022	11/1/2022	\$607.11	\$0.00		\$607.11	11/16/2022	14
Scholastic Inc.	42353608	11/1/2022	11/1/2022	\$463.25	\$0.00		\$463.25	11/16/2022	14
Scholastic Inc.	42342610	11/1/2022	11/1/2022	\$1317.81	\$0.00		\$1317.81	11/16/2022	14
Scholastic Inc.	42358425	11/1/2022	11/1/2022	\$54.75	\$0.00		\$54.75	11/16/2022	14
Scholastic Inc.	42358426	11/1/2022	11/1/2022	\$366.74	\$0.00		\$366.74	11/16/2022	14
Scholastic Inc.	42358427	11/1/2022	11/1/2022	\$239.45	\$0.00		\$239.45	11/16/2022	14
<i>Totals for Scholastic Inc.:</i>				<u>\$21462.86</u>	<u>\$0.00</u>		<u>\$21462.86</u>		
School Specialty LLC									
School Specialty LLC	208131458152	11/18/2022	11/18/2022	\$329.66	\$0.00		\$329.66	12/18/2022	0
School Specialty LLC	208131458062	11/18/2022	11/18/2022	\$439.55	\$0.00		\$439.55	12/18/2022	0
<i>Totals for School Specialty LLC:</i>				<u>\$769.21</u>	<u>\$0.00</u>		<u>\$769.21</u>		
Simmons, Marisa									
Simmons, Marisa		11/28/2022	11/28/2022	\$789.95	\$0.00		\$789.95	12/8/2022	0
<i>Totals for Simmons, Marisa:</i>				<u>\$789.95</u>	<u>\$0.00</u>		<u>\$789.95</u>		
Tatum Security LLC									
Tatum Security LLC	30000508	11/21/2022	11/21/2022	\$25650.00	\$0.00		\$25650.00	11/21/2022	9

Phalen Leadership Academy - Indiana Open Invoice Report

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
Tatum Security LLC	0000507	11/7/2022	11/7/2022	\$20462.50	\$0.00		\$20462.50	11/7/2022	23
<i>Totals for Tatum Security LLC:</i>				<i>\$46112.50</i>	<i>\$0.00</i>		<i>\$46112.50</i>		
Taylor & Francis Group LLC									
Taylor & Francis Group LLC	TM-208722	11/1/2022	11/1/2022	\$125.65	\$0.00		\$125.65	11/1/2022	29
Taylor & Francis Group LLC	TM-209385	11/1/2022	11/1/2022	\$131.70	\$0.00		\$131.70	11/1/2022	29
<i>Totals for Taylor & Francis Group LLC:</i>				<i>\$257.35</i>	<i>\$0.00</i>		<i>\$257.35</i>		
The Phalen Leadership Academy - Indiana, Inc.									
The Phalen Leadership Academy - Indiana, Inc.	3685	11/30/2022	11/30/2022	\$38130.00	\$0.00		\$38130.00	12/30/2022	0
<i>Totals for The Phalen Leadership Academy - Indiana, Inc.:</i>				<i>\$38130.00</i>	<i>\$0.00</i>		<i>\$38130.00</i>		
Thorpe, Artavia									
Thorpe, Artavia		11/28/2022	11/28/2022	\$122.58	\$0.00		\$122.58	12/8/2022	0
<i>Totals for Thorpe, Artavia:</i>				<i>\$122.58</i>	<i>\$0.00</i>		<i>\$122.58</i>		
TIAA Commercial Finance Inc									
TIAA Commercial Finance Inc	9235308	11/8/2022	11/8/2022	\$5573.79	\$0.00		\$5573.79	11/8/2022	22
<i>Totals for TIAA Commercial Finance Inc:</i>				<i>\$5573.79</i>	<i>\$0.00</i>		<i>\$5573.79</i>		
Tradewinds Services, Inc.									
Tradewinds Services, Inc.	13107	11/1/2022	11/1/2022	\$3870.00	\$0.00		\$3870.00	12/1/2022	0
Tradewinds Services, Inc.	13103	11/1/2022	11/1/2022	\$2229.96	\$0.00		\$2229.96	12/1/2022	0
<i>Totals for Tradewinds Services, Inc.:</i>				<i>\$6099.96</i>	<i>\$0.00</i>		<i>\$6099.96</i>		
ULINE									
ULINE	156341245	11/11/2022	11/11/2022	\$4050.75	\$0.00		\$4050.75	12/11/2022	0
<i>Totals for ULINE:</i>				<i>\$4050.75</i>	<i>\$0.00</i>		<i>\$4050.75</i>		
Varitronics, LLC									
Varitronics, LLC	PSI-149947	11/30/2022	11/30/2022	\$4999.00	\$0.00		\$4999.00	11/30/2022	0
<i>Totals for Varitronics, LLC:</i>				<i>\$4999.00</i>	<i>\$0.00</i>		<i>\$4999.00</i>		
Willscot									
Willscot	9015972955	11/21/2022	11/21/2022	\$4902.75	\$0.00		\$4902.75	12/1/2022	0
Willscot	9015972957	11/21/2022	11/21/2022	\$4902.75	\$0.00		\$4902.75	12/1/2022	0
Willscot	9015972960	11/21/2022	11/21/2022	\$4797.22	\$0.00		\$4797.22	12/1/2022	0
Willscot	9015972963	11/21/2022	11/21/2022	\$4904.64	\$0.00		\$4904.64	12/1/2022	0
Willscot	9015669629	11/1/2022	11/1/2022	\$4702.38	\$0.00		\$4702.38	11/11/2022	19
<i>Totals for Willscot:</i>				<i>\$24209.74</i>	<i>\$0.00</i>		<i>\$24209.74</i>		
GRAND TOTALS:				\$238600.09	\$0.00		\$238600.09		

Phalen Leadership Academy - Indiana Open Invoice Report

Unapplied Credit Memo Schedule

Vendor Name	Credit Memo Number	Credit Memo Date	Description	Post Status	Post Date	Ending Credit Balance
Impact Networking Indiana, LLC	171397	11/3/2022	Sales Order RMA108443	Posted	11/3/2022	\$569.80
<i>Total unapplied credit for Impact Networking Indiana, LLC:</i>						\$569.80
United Rentals (North America), Inc.	06.30.2022CM	6/30/2022	Balance to Vendor	Posted	6/30/2022	\$36.56
<i>Total unapplied credit for United Rentals (North America), Inc.:</i>						\$36.56
GRAND TOTALS:						\$606.36

**THEA BOWMAN LEADERSHIP ACADEMY
ACCOUNTS PAYABLE VOUCHER REGISTER
November 2022**

Date	Payment Number	Name of Claimant	Amount Allowed	Amount of Voucher	Description
11/2/2022	93137	EventLink Services	\$9,000.00	\$9,000.00	Event Services
11/3/2022	5760	Aaron Haggard	\$1,287.50	\$1,287.50	Girls Junior Varsity Basketball Head
11/3/2022	5761	Agape Union Transport	\$1,350.00	\$1,350.00	Transportation 10.17-10.21.2022
11/3/2022	5762	AKA Comp Solutions	\$7,071.85	\$7,071.85	IT Support - Nov 2022
11/3/2022	5764	Bond, Christopher	\$1,545.00	\$1,545.00	Boys Varsity Assistant Coach (1 of 2)
11/3/2022	5765	Bondry Management Consultants LLC	\$5,000.00	\$5,000.00	Consulting Services
11/3/2022	5766	Fisher, Rob	\$1,545.00	\$1,545.00	Girls Varsity Basketball Assistant Coach (1
11/3/2022	5767	Golean McCloud	\$199.34	\$199.34	Reimbursement - Uniform Pants
11/3/2022	5768	Haggard, Arthur	\$85.31	\$85.31	Travel Reimbursement (Volleyball, Morgan
11/3/2022	5769	Haggard, Arthur C	\$1,030.00	\$1,030.00	Boys Middle Head Coach 6th & 7th Grade
11/3/2022	5770	Hampton, Erick	\$618.00	\$618.00	MS Girls Assistant Coach (1 of 2)
11/3/2022	5771	Haywood and Fleming Associates	\$81,653.38	\$81,653.38	Insurance
11/3/2022	5772	Johnson Controls Security Solutions	\$493.96	\$493.96	Installment
11/3/2022	5773	Jones, DeShaunta	\$1,636.00	\$1,636.00	Head Coach
11/3/2022	5774	Main Sporting Goods	\$36.00	\$36.00	Medals for Cross Country
11/3/2022	5775	Onsite Construction Services Inc.	\$2,593.00	\$2,593.00	Parking Lot Lights
11/3/2022	5776	Physicians Coding and Education	\$2,618.00	\$2,618.00	Pre-nursing Pathway Tuition
11/3/2022	5777	Power & Sons Constructions Co.	\$126,004.50	\$126,004.50	Portable Trailers Contract
11/3/2022	5778	Robinson, Tyrae	\$1,030.00	\$1,030.00	Boys Assistant Junior Varsity
11/3/2022	5779	Tatum Security LLC	\$20,175.00	\$20,175.00	2 SRO 5 Officers 1 Portables
11/3/2022	5780	Taylor, Antonio	\$2,550.00	\$2,550.00	Girls Varsity Basketball Head Coach (1 of
11/3/2022	5781	TLC Plumbing, Inc	\$28,000.00	\$28,000.00	Work for Proposal #295-22
11/3/2022	5782	Tradewinds Services, Inc.	\$3,911.20	\$3,911.20	August and September Services
11/3/2022	5783	Troupe, Antoinette	\$59.98	\$59.98	Uniform Pants
11/3/2022	5784	United Rentals (North America), Inc.	\$674.00	\$674.00	Rentals
11/3/2022	5785	Urban Elevator Service, LLC	\$1,087.98	\$1,087.98	Elevator Services
11/3/2022	5786	William Oliver	\$1,030.00	\$1,030.00	Boys MS Head Coac 8th Grade (1 of 2)
11/3/2022	5787	Willscot	\$46,058.93	\$46,058.93	Contract Payments
11/3/2022	5788	Anew Life Youth Development	\$2,750.00	\$2,750.00	Transportation
11/3/2022	93145	Human Capital Concepts	\$540.25	\$540.25	Payroll
11/7/2022	93138	Nextiva	\$1,149.29	\$1,149.29	Tech Support
11/7/2022	93139	PEX	\$5,000.00	\$5,000.00	Charges
11/8/2022	5789	Indiana American Water	\$1,093.25	\$1,093.25	Utility Payment
11/8/2022	93140	Pitney Bowes Inc	\$888.04	\$888.04	Postage
11/9/2022	5790	Commercial Specialties, Inc	\$7,476.00	\$7,476.00	50% Deposit 022-2600
11/9/2022	5791	Horizon Education	\$14,940.00	\$14,940.00	SAT
11/9/2022	93146	Human Capital Concepts	\$229,147.33	\$229,147.33	Payroll
11/10/2022	5792	Amazon Capital Services	\$1,346.23	\$1,346.23	Supplies
11/10/2022	5793	Anderson, Damia	\$1,545.00	\$1,545.00	Assistant Varsity Vollyball Coach 2 of 2
11/10/2022	5794	Anthony Mabone	\$1,650.00	\$1,650.00	Assistant Varsity Football Coach 2 of 2
11/10/2022	5795	AT&T	\$2,669.80	\$2,669.80	Internet Charges
11/10/2022	5796	Cannon, Kristoria	\$618.00	\$618.00	Assistant MS Volleyball Coach 1 of 2
11/10/2022	5797	Carson Dellosa Education	\$1,479.09	\$1,479.09	Books
11/10/2022	5798	CINTAS Corporation	\$4,109.42	\$4,109.42	Storage Cart
11/10/2022	5799	David Nelson	\$2,650.00	\$2,650.00	Head Varsity Football Coach 2 of 2
11/10/2022	5800	Didax Incorporated	\$775.20	\$775.20	Math Kits Gds 1 & 2
11/10/2022	5801	Education One, LLC	\$17,168.06	\$17,168.06	Admin Fee September 2022
11/10/2022	5802	Growing Labs	\$5,293.00	\$5,293.00	Chemistry Supplies
11/10/2022	5803	Hand 2 Mind	\$1,381.55	\$1,381.55	Classroom Supplies
11/10/2022	5804	Jean Yves Jeanmardy	\$1,287.50	\$1,287.50	Assistant Varsity Football Coach 2 of 2
11/10/2022	5805	Lil Lou's Beauty and Barber College	\$5,500.00	\$5,500.00	October 2022 Expenses
11/10/2022	5806	Main Sporting Goods	\$156.00	\$156.00	Basketball Net
11/10/2022	5808	Marks, Ariel	\$1,287.50	\$1,287.50	Girls Junior Varsity Coach 2 of 2
11/10/2022	5809	McGee, Nicholas	\$515.00	\$515.00	Head Varsity Boys Cross Country Coach 2
11/10/2022	5810	Midwest Telecom of America, Inc	\$5,060.46	\$5,060.46	Unifi System and Cable Run (85% deposit)
11/10/2022	5811	NWEA	\$1,232.00	\$1,232.00	Map Growth K-12

**THEA BOWMAN LEADERSHIP ACADEMY
ACCOUNTS PAYABLE VOUCHER REGISTER
November 2022**

Date	Payment Number	Name of Claimant	Amount Allowed	Amount of Voucher	Description
11/10/2022	5812	Parkway Mechanical	\$41,680.00	\$41,680.00	Library RTU Replacement
11/10/2022	5813	RSI Truck & Bus Repair Inc.	\$2,725.00	\$2,725.00	Sports Trael and Academy
11/10/2022	5814	School Specialty LLC	\$237.96	\$237.96	Class Supplies (Markers, Word Cards,
11/10/2022	5815	Swain, Deron	\$875.50	\$875.50	Head Varsity Cross Country Coach 2 of 2
11/10/2022	5816	The Phalen Leadership Academy -	\$162,219.00	\$162,219.00	Nov 2022 Managemnt Fee
11/10/2022	5817	Thompson, Charles	\$618.00	\$618.00	Assistant MS Football Coach
11/10/2022	5818	Thorpe, Artavia	\$21.40	\$21.40	Reimbursement: FedEx Shipping
11/10/2022	5819	Volunteer Collectibles	\$834.50	\$834.50	Athletic Equipment
11/14/2022	93135	NIPSCO	\$959.96	\$959.96	Gas Services
11/16/2022	93141	Indiana American Water	\$482.41	\$482.41	Fire Services 10.13-11.10.2022
11/16/2022	93142	Indiana American Water	\$610.84	\$610.84	Fire Services 9.1-1.12.2022
11/17/2022	5820	AKA Comp Solutions	\$46,150.00	\$46,150.00	Notebooks, LockNCharge, Software, Repairs, Supplies
11/17/2022	5821	Arrow Pest Control	\$103.00	\$103.00	Monthly Services
11/17/2022	5822	Education One, LLC	\$16,622.74	\$16,622.74	Admin Fee November 2022
11/17/2022	5823	Great Lakes Electrical Maintenance, Inc	\$116,775.00	\$116,775.00	Install an 800 Amp Service
11/17/2022	5824	Infinite Connections, Inc.	\$4,200.00	\$4,200.00	Erate Consulting Services
11/17/2022	5825	Leroy Nelson III	\$1,030.00	\$1,030.00	MS Football Coach 2 of 2
11/17/2022	5826	School Specialty LLC	\$2,770.54	\$2,770.54	Class Supplies
11/17/2022	93136	NIPSCO	\$9,000.27	\$9,000.27	Electric Services
11/18/2022	1577	Damsel Services Inc.	\$18,616.00	\$18,616.00	LED Light Replacement
11/18/2022	93143	PEX	\$5,000.00	\$5,000.00	Charges
11/22/2022	93144	Bank Fees	\$89.76	\$89.76	Service Charges
11/23/2022	93147	Human Capital Concepts	\$218,414.73	\$218,414.73	Payroll
11/25/2022	93148	INPRS	\$132.49	\$132.49	TRF/PERF
11/25/2022	93149	INPRS	\$2,379.69	\$2,379.69	TRF/PERF
11/25/2022	93150	INPRS	\$6,261.52	\$6,261.52	TRF/PERF
11/25/2022	93151	Waste Management	\$3,812.39	\$3,812.39	Trash Services 11.1-11.30.2022
			\$1,329,674.60	\$1,329,674.60	

ALLOWANCE OF VOUCHERS

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Date

School Treasurer

We have examined the vouchers listed on the foregoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the register such vouchers are hereby allowed in the total amount of \$1,329,674.60



BOARD AGENDA ITEM

Item Title: Approval of Security Services Agreement

Date: 01/23/23

Background:

The previous security company decided not to continue working with TBLA right before the 22-23 SY school year started. The school leader was able to identify through a single bid of the RFP and hire a security services company that was available to provide services for the start of the school year in order to ensure that the school had security for staff and students.

Considerations, Facts and Analysis:

The projected cost of the current security services for the school year is expected to be ~\$450,000 - ~\$475,000 (for June summer activities). See schedule attached with actual invoices and projected expenses through the end of the school year.

Budgetary Considerations (including Funding Source):

A combination of ESSER & General Funds.

FY23 TBLA Security Services (Tatum Security LLC)

22-23 Budget \$251,938.00

Month	Invoice	School	Hours	Rate	Portables	Hours	Rate	Invoice Total	YTD Total	
August 2022	Invoice 0000001 08/01/22 - 08/12/22	2 Officers	132.50	\$35.00				\$4,637.50		
								\$4,637.50	\$4,637.50	
	Invoice 0000502 08/15/22 - 08/26/22	2 SRO Officers	111.00	\$50.00				\$5,550.00		
		4 Officers	366.00	\$35.00				\$12,810.00		
								\$18,360.00	\$18,360.00	
September 2022	Invoice 0000503 08/29/22 - 09/09/22	2 SRO Officers	122.00	\$50.00				\$6,100.00		
		4 Officers	231.50	\$35.00				\$8,102.50		
								\$14,202.50	\$14,202.50	
	Invoice 0000504 09/09/22 - 09/23/22	2 SRO Officers	155.50	\$50.00				\$7,775.00		
		4 Officers	429.00	\$35.00				\$15,015.00		
								\$22,790.00	\$22,790.00	
October 2022	Invoice 0000505 09/26/22 - 10/10/22	2 SRO Officers	142.00	\$50.00				\$7,100.00		
		5 Officers	415.00	\$25.00	1 Officer	108.00	\$25.00	\$2,700.00		
								\$17,475.00	\$17,475.00	
	Invoice 0000506 10/10/22 - 10/24/22	2 SRO Officers	161.00	\$50.00				\$8,050.00		
		5 Officers	405.00	\$25.00	1 Officer	216.00	\$25.00	\$5,400.00		
								\$18,175.00	\$18,175.00	
November 2022	Invoice 0000507 10/24/22 - 11/07/22	2 SRO Officers	119.00	\$50.00				\$5,950.00		
		5 Officers	340.50	\$25.00	1 Officer	240.00	\$25.00	\$6,000.00		
								\$14,462.50	\$14,462.50	
	Invoice 0000508 11/07/22 - 11/21/22	2 SRO Officers	163.50	\$50.00				\$8,175.00		
		5 Officers	507.00	\$25.00	1 Officer	192.00	\$25.00	\$4,800.00		
								\$20,850.00	\$20,850.00	
December 2022	Invoice 0000509 11/21/22 - 12/05/22	2 SRO Officers	67.50	\$50.00				\$3,375.00		
		5 Officers	163.50	\$25.00	1 Officer	252.00	\$25.00	\$6,300.00		
								\$7,462.50	\$7,462.50	
	Invoice 0000510 12/05/22 - 12/19/22	2 SRO Officers	172.00	\$50.00				\$8,600.00		
		5 Officers	429.00	\$25.00	1 Officer	240.00	\$25.00	\$6,000.00		
								\$19,325.00	\$19,325.00	
January 2023	Invoice 0000511 12/19/22 - 01/02/23				1 Officer	360.00	\$25.00	\$9,000.00		
								\$9,000.00	\$9,000.00	
	Invoice 0000512 01/02/23 - 01/16/23	2 SRO Officers	161.00	\$50.00				\$8,050.00		
		5 Officers	426.00	\$25.00	1 Officer	228.00	\$25.00	\$5,700.00		
								\$18,700.00	\$18,700.00	
Jan	1/16/23 - 1/30/23							Projection	\$25,325.00	\$247,665.00
Feb	1/30/23 - 2/13/23							Projection	\$25,325.00	\$272,990.00
Feb	2/13/23 - 2/27/23							Projection	\$22,792.50	\$295,782.50
Mar	2/27/23 - 3/13/23							Projection	\$25,325.00	\$321,107.50
Mar	3/13/23 - 3/27/23							Projection	\$12,662.50	\$333,770.00
Apr	3/27/23 - 4/10/23							Projection	\$22,792.50	\$356,562.50
Apr	4/10/23 - 4/24/23							Projection	\$25,325.00	\$381,887.50
May	4/24/23 - 5/08/23							Projection	\$25,325.00	\$407,212.50
May	5/08/23 - 5/22/23							Projection	\$25,325.00	\$432,537.50
May	5/22/23 - 5/31/23							Projection	\$17,727.50	\$450,265.00
June	06/05/23 - 06/19/23*							Projection	\$12,662.50	\$462,927.50
June	06/19/23 - 06/30/23*							Projection	\$12,662.50	\$475,590.00

TATUM SECURITY, LLC CONTRACT

Your Safety is Our Priority!

ATTN: Thea Bowman Leadership Academy

Business Office:
479 E. 60th Place
Merrillville, IN 46410
p. 219-793-3850
www.tatumsecurityllc.com

TatumSecureLLC@yahoo.com

Overview

Dear Marissa Simmons,

Tatum Security, LLC is pleased to submit this contract to provide security services for Thea Bowman Leadership Academy. We sincerely thank you for considering us to manage your security needs and we look forward to the opportunity to serve you!

Sincerely,

Detective Gregory Tatum

Owner/Operator, Tatum Security, LLC

- 1. Security Services.** Tatum Security, LLC will perform all security services at Thea Bowman Leadership Academy as stated in the initial proposal. Tatum Security, LLC personnel shall at all times comply with applicable School standards, policies and procedures, including without limitation behavioral and dress code standards, alcohol, tobacco and drug use policies, and discrimination, harassment, and abuse policies. Prior to the School permitting Tatum Security, LLC personnel to begin performing security services on Thea Bowman Leadership Academy premises, Tatum Security, LLC personnel will have submitted to a criminal background check completed within thirty (30) days prior to fulfilling any terms of this Security Contract. Tatum Security, LLC will provide to Thea Bowman Leadership Academy all criminal background checks, current firearms qualification status, and Indiana State handgun carry permit of all officers to be assigned.
- 2. Payment.** Tatum Security, LLC will be paid by Thea Bowman Leadership Academy **\$25** per Hour for Security Guards and **\$50** per Hour for Police Officers for hours requested by client for the security services as stated in the initial proposal. Thea Bowman Leadership Academy will pay each Guard directly for after school sporting events and/or after school events requested by client for security services. Payment will be made in accordance with Ind. Code ch. 5-17-5. Client will be invoiced bi-weekly.
- 3. Term and Termination.** This initial Security Contract will last from **October 1, 2022** until **the end of the school year**. Contract may be renegotiated after the contract period. Client can terminate this Security Contract for any cause within 60 days' written notice to Tatum Security, LLC. Tatum Security, LLC can terminate this Security contract immediately for any cause with written notice to

Client.

4. **Indemnification.** Thea Bowman Leadership Academy agrees to protect, defend, and indemnify Tatum Security, LLC from any costs and lawsuits of any kind relating to Thea Bowman Leadership Academy's use of Tatum Security, LLC security services including legal fees relating to infringement of any intellectual rights of any third party.

Tatum Security, LLC hereby assumes responsibility and liability for any injury to persons or damage to property caused by or under this Agreement and Tatum Security, LLC shall indemnify, defend, and save harmless THEA BOWMAN LEADERSHIP ACADEMY, its subsidiaries, affiliates, officers, directors, and employees (collectively the "Indemnified Parties") from and against any and all claims, actions, suits, proceedings, liabilities, losses, damages, judgments, penalties, fines, costs, charges, and other expenses (including, but not limited to attorney fees) incurred by the Indemnified Parties, related to Tatum Security, LLC's sole negligence, or any of its Officers, employees, and/or agents, as well as a breach of (a) the representations and warranties contained herein or (b) its obligations contained in this Agreement.


5. **General Liability Insurance.** The parties understand and agree that Tatum Security, LLC shall maintain comprehensive general liability insurance, including also professional liability and crime coverage, in amounts of not less than One Million Dollars (\$1,000,000.00) per occurrence. Contractor further agrees to provide evidence thereof upon the written request. Said insurance shall be maintained through the term hereof. Said policy shall also include contractual liability protection insurance to satisfy the indemnification obligations set forth in Section 5 above.
6. **Liability Insurance Disclaimer.** Thea Bowman Leadership Academy acknowledges and agrees that Tatum Security, LLC does not have a policy pertaining to and will not insure any property of Thea Bowman Leadership Academy for any damage including vandalism caused by any third party. Thea Bowman Leadership Academy acknowledges and agrees that advisement has been made that it seek out independently such a policy from Tatum Security, LLC.
7. **No Modification Unless in Writing.** There will be no valid modification of this Security Contract save by writing and done so in agreement from both Tatum Security, LLC and Thea Bowman Leadership Academy.

- 8. **Independent Contractor.** It is understood and agreed that each of the parties hereto is an independent contractor and that neither party is or shall be considered an agent, or representative of the other. Neither party shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.

- 9. **Employment Eligibility Verification.** As required by IC § 22-5-1.7, Tatum Security, LLC swears or affirms under the penalties of perjury that Tatum Security, LLC does not knowingly employ an unauthorized alien. Tatum Security, LLC further agrees that:
 - A. Tatum Security, LLC shall enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program as defined in IC § 22-5-1.7-3. Tatum Security, LLC is not required to participate should the E-Verify program cease to exist. Additionally, Tatum Security, LLC is not required to participate if Tatum Security, LLC is self-employed and does not employ any employees.
 - B. Tatum Security, LLC shall not knowingly employ or contract with an unauthorized alien. Tatum Security, LLC shall not retain an employee or contract with a person that Tatum Security, LLC subsequently learns is an unauthorized alien.
 - C. Tatum Security, LLC shall require its subcontractors, who perform work under this Contract, to certify to Tatum Security, LLC that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. Tatum Security, LLC agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor.

The School may terminate for default if Tatum Security, LLC fails to cure a breach of this provision no later than thirty (30) days after being notified by the School.

- 10. **Applicable Law.** This Security Contract and any interpretation of the terms stated herein will be construed in accordance to and governed by the laws of the State of Indiana and subject to exclusive jurisdiction of state and federal courts in Lake County, IN.



 Thea Bowman Leadership Academy

10-1-22

 Date

Gregory M. Tatum

 Tatum Security

10/1/22

 Date



Quote

Date: 1/24/2023
 Invoice #: Bowman2023012402
 For: RTU repairs
 Bill To: Thea Bowman Leadership Academy

416 Jefferson Ave Chesterton, In. 46304
 312.723.8060
 Salesman: Kevin O'Hare
 JOB Address 3401 W. 5th Street

DESCRIPTION	AMOUNT
HVAC Preventative Maintenance plan for 32 Trane RTU Units .	
Plan includes 4 quarterly filter changes merv 13 & 2 unit cleanings per year.	
Plan includes 1 pre winter tune up and inspection per year. In October	
Plan includes 1 pre summer tune up and inspection per year. In April	
Plan includes Maintaining a Excel sheet of unit information on repairs, replacements, inspections. Updated as changes are made and submitted monthly.	
Plan includes unlimited 24 hour emergency service show ups from October 1st to April 30th without emergency service fee.	
Plan includes 1 yearly battery change for all thermostats and sensors.	
Plan includes lower hourly repair cost for breakdowns and rebuilds (\$75 per hour)	
Yearly return air duct cleaning (optional)	\$3,560.00
Total fee per year	\$10,240.00
Total:	\$13,800.00
Paid Total:	\$0.00

Make all Checks payable to:
Damsel Services Inc . Questions about your invoice? Call Kevin O'Hare @ 312.723.8060
 email: onsite.cci@gmail.com

OTHER	\$0.00
TOTAL DUE	\$13,800.00

THANK YOU FOR YOUR BUSINESS!



ESSER Overview

Thea Bowman Leadership Academy School Year 22-23

1.23.23



January 2023 Update



- Great news: ESSER II budget amendment approved!
- We have been working with the IDOE and school leadership on ESSER III and plan on submitting our amendment by 1/30/23
- IDOE approval generally takes 4-5 weeks
- As always, if you have any questions or thoughts, please feel free to reach out to our Federal Grants Team:
 - Johnny Jin, Chief Strategy & Development Officer, jjin@phalenacademies.org
 - Lauren Fihe, Development Manager, Government, lfihe@phalenacademies.org



ESSER Overview

Federal Grant (Legislative Act)	TBLA Grant Award	Period of Availability/ Reimbursement Period
ESSER II (CRRSA)	\$5,412,288.78	March 2020 - September 2023
ESSER III (ARP)	\$12,155,231.77	March 2020 - September 2024

Allowable Uses:

- Address **learning loss** related to the impact of the pandemic on students and school communities, examples include:
 - implement evidence-based instructional programs and activities
 - purchase supplemental curriculum and supplies
 - administer high-quality assessments and track student progress
- Ensure a **safe and healthy learning environment**
 - address facility designs that impede social distancing
 - provide facility improvements to reduce virus transmission
 - purchase sanitizer and cleaning-related supplies
- Provide **continuity of services**
 - ensure that personnel are secure and staffing reflect the needs of the school as related to addressing learning loss and social-emotional needs
 - provide students and staff with technology needs when at-home instruction is required



ESSER II: Use of Funds

Category	Description	Budget
Tier II Interventions	<ul style="list-style-type: none"> Reading Advantage staff & program curriculum 	\$ 372,569.39
Supplemental Curriculum & Supplies	<ul style="list-style-type: none"> Digital Media Software subscription Supplemental Classroom Kits & Instructional Supplies 	\$ 240,899.87
Workforce Development Programming	<ul style="list-style-type: none"> Career Pathway Program for pre-nursing pathway 	\$ 54,000.00
Staff Development & Retention	<ul style="list-style-type: none"> Professional Development - SAT Tutoring Performance-based retentions stipends 	\$ 90,000.00
Social Emotional Programming	<ul style="list-style-type: none"> Dean of Students & Enrichment Instructors 	\$ 220,594.96
Technology	<ul style="list-style-type: none"> Leadership macbooks CTE computers for student programming Promethean smart boards 	\$ 335,129.12
Learning Environment	<ul style="list-style-type: none"> Portables Additional classrooms, rooms for Art, Music, Computer, Science HVAC improvements Expansion of outdoor playground Staff Offices & Staff Restrooms 	\$ 2,304,105.00
Continuity of Services	<ul style="list-style-type: none"> English and Math curriculum Budgeted personnel 	\$ 1,794,990.44
Total		\$ 5,412,288.78



ESSER III: Use of Funds

Category	Description	Budget
Tier II Interventions	<ul style="list-style-type: none"> Reading & Math Advantage staff & program curriculum 	\$ 1,483,342.00
Supplemental Curriculum & Supplies	<ul style="list-style-type: none"> Digital Media Software subscription Supplemental Classroom Kits & Instructional Supplies 	\$ 290,772.26
Workforce Development Programming	<ul style="list-style-type: none"> Career Pathway Program for pre-nursing pathway Transportation costs for CTE programs 	\$ 168,000.00
Staff Development & Retention	<ul style="list-style-type: none"> Professional Development - SAT Tutoring Performance-based retentions stipends 	\$ 397,159.72
Social Emotional Programming	<ul style="list-style-type: none"> Dean of Students & Enrichment Instructors 	\$ 827,750.00
Technology	<ul style="list-style-type: none"> Student laptops 	\$ 131,419.00
Extended Learning Time Programming	<ul style="list-style-type: none"> Summer enrichment programming Assessment software to monitor student learning 	\$ 304,333.00
Learning Environment	<ul style="list-style-type: none"> Additional classrooms & restrooms Rooms for Art, Music, Computer, Science Additional locker rooms & media center/library Expansion of Kitchen and Cafeteria 	\$ 6,002,122.43
Continuity of Services	<ul style="list-style-type: none"> Security services Budgeted personnel 	\$ 2,550,333.36
Total		\$ 12,155,231.77

Number sentence: 4 plants + 3 plants = 7 plants
Answer: 7 plants

2. Color one half red. Color one third blue. Color one sixth green.

Thank you for your partnership!

North

Aa Bb Cc Dd Ee Ff Gg Hh

Today is 09-18-18
Tuesday (Sun) Summer
September 18, 2018

I CAN..
identify and use operation signs by drawing.

Our Focus Words

4

GOOD MEET

F

Xx Yy Zz 0 1 2 3 4 5 6

Arrived

Daily



**Thea Bowman Leadership Academy
Gary, Indiana**

**Request for Proposal (RFP)
Technology Services Provider**

v 1.0 original January 23, 2022

Table of Contents

SECTION 01: OVERVIEW	3
SECTION 02: PROPOSAL INFORMATION	5
SECTION 03: PROPOSAL REQUIREMENTS	6
SECTION 04: PROPOSAL SPECIFICATIONS	6
SECTION 05: EVALUATION CRITERIA	11
APPENDIX A REQUIRED RESPONSE FORMS	12
APPENDIX A01 CONTRACTOR COVER LETTER WITH INFORMATION	13
APPENDIX A02 PRICING PROPOSAL	14
APPENDIX A03 SERVICE PROPOSAL	15
APPENDIX A04 SUBCONTRACTORS	16
APPENDIX A05 REFERENCES	17
APPENDIX A06 FAMILIAL RELATIONSHIP AFFIDAVIT	18
APPENDIX A07 NON-COLLUSION AFFIDAVIT	19
Schedule 1: SERVICE AGREEMENT	20
Schedule 1: Exhibit A	26
Schedule 1: Exhibit B	30

SECTION 01: OVERVIEW

- A. Thea Bowman Leadership Academy (“TBLA” or the “school”) is an Indiana charter school located in Gary. TBLA serves students in grades K-12 with a total enrollment of ~800 students, with plans to support up to 1,000 students.
- B. **GENERAL SCOPE.** TBLA is currently requesting proposals for a Technology Service Provider to support the following areas:
- a. maintenance and support of devices and equipment (break fix or replace), including inventory management of devices and equipment, and help desk support of students and staff. This is performed on a daily basis remotely or onsite.
 - i. **Onsite Support:** Proposals should include the cost for remote support and onsite support. A minimum of 4 hours per week of onsite support will be required, proposals should include the cost associated with various options of onsite support ranging from the minimum of 4 hours to 40 hours a week.
 - b. maintenance and support of the core network. This is performed on a semi-monthly basis.
 - c. management and physical maintenance of network equipment. This is monitored and maintained on an ongoing basis. When applicable, this service is also performed yearly.
 - d. core network products. This is performed as required to maintain the subscription or renew to the SSL certificate(s).
 - e. create a long term technology plan for the school to support the school’s needs.

More detailed requirements can be found below.

C. SELECTION SCHEDULE

Advertisement: This RFP will be published on TBLA’s website from Mon, Jan 30, 2023 to Mon, Feb 27, 2023.

Submission of Proposals Due: Proposals will be accepted until 9:00 a.m. Mon, Feb 27, 2023.

Proposal Opening: Proposals will be opened at 9:00 a.m. Mon, Feb 27, 2023.

Review of Submitted Proposals: Mon, Feb 27, 2023 through Mon, Mar 6, 2023 (Committee Review).

Tentative Award Date: Approximately Wed, Mar 29, 2023 after board approval.

Bidder to Provide Equipment and Services: April 2023

- D. **AWARD OF CONTRACT.** The contract will be awarded to the Bidder whose proposal is determined to be the most advantageous to the school, taking into consideration evaluation factors set forth in the RFP. No other factors or criteria will be used in the evaluation. The final determination shall be in writing. The contract file will contain the basis on which the award is made. The school can reject any and all proposals, and it can waive any informality or technicality in any proposal received if it

determines it would serve the best interests of the school. Following the award decision, all Bidders will be notified and all proposals become public information.

TBLA reserves the right to award any resultant contracts(s) as a whole or split award between competing parties. TBLA reserves the right to evaluate the proposal for each item separately. Selection of a proposal does not mean that all aspects of the proposal are acceptable. TBLA reserves the right to discuss proposals and negotiate modification of the proposal prices, terms, quantity, and conditions with any responsive, responsible quoting party who submits a proposal determined to be reasonably susceptible of being selected for the award, in conjunction with the award criteria contained herein, prior to the selection of the accepted proposal and/or the execution of a contract, to ensure satisfactory procurement.

- E. **EVALUATION CRITERIA.** Awards will be made to the responsible and responsive Bidder(s) whose bid or proposal meets the requirements and criteria set forth by the school system and whose offer is determined to be the most advantageous to the school, taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract. Contract(s) shall be awarded to the person or entity that submits the best overall proposal as determined by the awarding authority using the criteria set forth below.

Requirement(s)	Points
Proposal Price	30
Experience	20
Scope of Services	20
Responsiveness – Geographic Proximity, Remote Capabilities	20
Personnel Qualifications	05
Quality of References	05

- F. **CONTACTS.** Except for the designated contacts listed below, Bidders are not permitted to communicate with TBLA staff regarding this solicitation during the period between the RFP issue date and the announcement of the award.
- G. **QUOTES.** All quotes should include detailed line items and subtotals along with the total price. All proposals must indicate that they are valid for no less than ninety (90) days from the proposal due date.

The Bidder's written proposal will be the basis for selection. However, following initial screening of all quotes received, TBLA may request additional information, clarification, or an onsite presentation.

By submitting a quote, the Bidder represents it has read and clearly understands this RFP and it is capable of providing the required services on the agreed contract commencement date.

- H. **COLLUSION.** Bidders are not to collude with other Bidders and competitors or take any other action which will restrict competition. Evidence of such activity will result in rejection of the quote.

SECTION 02: PROPOSAL INFORMATION

- A. Proposals must be submitted by the due date and time and in compliance with Section 03 of this RFP.
- B. The goods and services required and offered in a proposal should meet the needs described below. Only one proposal may be submitted and considered per Bidder. Bidders may include any special or unique services they plan to provide.
- C. Submission of a proposal will be construed to mean that the Bidder understands the requirements contained herein, and the Bidder can supply the described services.
- D. A register of proposals will be prepared and shall be open for public inspection after the contract is awarded. The school will cooperate with all potential Bidders, to the extent reasonably possible, in their attempt to obtain information. Discussions may be conducted with Bidders who submit proposals for the purpose of assuring full understanding of, and responsiveness to, the solicitation requirements.
- E. Selection of the successful Bidder will form a contract pursuant to which the successful Bidder must honor for the school the prices for the equipment and services along with the other terms and conditions outlined in the successful proposal. All pricing and other terms must be honored through June 30, 2024 following award of the contract. Therefore, if selected, the successful Bidder must be prepared to execute an agreement with the school pursuant to which it will provide the services and equipment on the terms and conditions outlined in the successful proposal. The successful Bidder must be willing to enter into an agreement with the school in substantially the form set forth in Schedule 1 of this RFP.
- F. It is understood that the school reserves the right to accept or reject any or all proposals and/or to waive any or all formalities in any proposal or in the proposal process deemed to be in the best interests of the school. No agreement exists on the part of TBLA until a contract is approved and executed by the school's Board of Directors.
- G. Proposals received by any unapproved form are not acceptable and will not be considered.
- H. All inquiries, questions or requests for clarification must be submitted via email to Haritha Dasari at hdasari@phalenacademies.org and received prior to the Submission of Proposals Due date and time.
- I. This RFP does not obligate the school to pay for any costs of any kind whatsoever that may be incurred by a Bidder or any third parties in connection with a response proposal. All responses and supporting documentation shall become property of the school. Further, the school shall not be liable to any Bidder, person, or entity for any losses, expenses, costs, claims or damages of any kind arising out of, by reason of, or attributable to, the Bidder responding to this RFP.
- J. Acceptance of an offer by the school does not obligate the school to enter into a contract with or purchase any item from the Bidder, and no agreement to purchase will exist on the part of the school until an agreement is properly approved by the school's board of directors.

SECTION 03: PROPOSAL REQUIREMENTS

Potential Bidders are hereby invited to submit a proposal to be TBLA's Technology Service Provider.

FORMS. It is mandatory that each proposal contain the forms listed in Appendix A.

SUBMISSION. Proposals must be submitted by email to Haritha Dasari at hdasari@phalenacademies.org in PDF format. The email message submitting the proposal must have a subject line reading "PROPOSAL FOR TBLA TECHNOLOGY SERVICES" and be submitted on or before the **Submission of Proposals Due** date and time.

SAM.GOV. Service provider must be registered with sam.gov, or will be before the delivery date of services.

SECTION 04: PROPOSAL SPECIFICATIONS

- A. The Technology Services Provider will be expected to act as an independent contractor in the delivery of the described services to the school.
- B. TBLA is seeking to enter into a Service Agreement with the Technology Services Provider for comprehensive Technology support services, including day to day technical support, creation of a long term technology plan for the school, maintenance and periodic updating of the school's network architecture, and procurement of necessary equipment, as requested by the school. The successful proposal must satisfy the requirements set forth herein. Each Bidder must provide a response in their proposal, in narrative format, to each of the following components.
 - a. **Qualifications and References.** Each Bidder must provide the following information:
 - i. A brief outline of the company and services offered, including number of years in business, number of years the Bidder has provided services to charter schools or similar, number of people currently employed.
 - ii. Provide a narrative demonstrating experience and a track record for providing Technology services to charter schools or otherwise provide evidence demonstrating your ability to provide services to the school. Preference may be given to Bidders who demonstrate a successful operating history, especially a history that includes providing services to charter schools that are current clients.
 - iii. Provide an outline of products offered and/or supported.
 - iv. Provide information on current clients, including total number of clients and a list of current clients that are charter schools or similar.
 - v. Include a list of references that the school may contact to discuss your past performance and evaluate your ability to perform the required services.
 - vi. Provide information about the qualifications of your personnel. List technical staff that would be assigned to work for the school and include the following:
 - Any current licenses or certificates demonstrating their competency to perform the required duties.

- Abilities and aptitudes to troubleshoot the network, computer, telecommunications, software, and hardware systems as needed, and to provide school personnel with appropriate counsel as often as required.

b. Scope of Work, Specifications, and Requirements

- i. Please describe your expertise, ability, and proposed plan to work with the school to develop a comprehensive technology plan that efficiently implements available technology to meet the school's needs in a cost effective manner. In addition, please provide a specific response to the following:
 - Provide any specific recommendations you have regarding the school's technology services, including a rationale as to how those recommendations would improve the school's technology services and benefit the school and its students.
 - Explain how you would properly implement the school's technology services and provide associated maintenance and support. Please include how you would advise and assist the school in ensuring adequate connectivity to satisfy demands of the technology plan and otherwise meet the school's needs.
 - Describe your experience with configuring a core network capable of satisfying the demands of the school. Describe the proper industry standards that apply to said configuration, including: physical and virtual configurations, industry standard backup systems, ongoing management and support of network resources, and industry standard seamless wireless connection throughout building. Please provide your definition of "proper industry standards" for this application in sufficient detail to allow comparison with the approach of other Bidders.
 - Email System. Describe how you would support the school as necessary to update, and maintain an email system that is scalable, secure, auditable, and possesses necessary retention capabilities.
 - Internet Filtering. Please explain your understanding of the school's legal and ethical obligations to filter content pursuant to applicable laws including CIPA. Please describe your ability to audit, report, and identify an individual device and its user. In your response, please include:
 - a. Whether, and to what extent, these capabilities extend to school devices both within and outside the school facility; and
 - b. Whether or not you recommend the use of multiple filtering techniques and identify said technique(s).
 - Phone Service. Describe your experience and ability to assist in defining specifications for phone services and to interface with telecommunications providers as required to implement the system.

- End User Equipment Services.
 - a. Describe your expertise and proposed approach to deploy, inventory, and maintain all user hardware in a timely and cost-effective manner.
 - b. Give an example of a standardized configuration to accommodate all computer platforms, user settings and controls. Provide details/methods for future customized imaging and software deployment.
 - c. Explain your experience with the implementation of appropriate settings and controls of devices depending on their use (i.e., student versus teachers vs staff).
 - d. Indicate whether, and to what extent, you provide real-time monitoring of student computers while in use.

- Interactive Classroom Technology. Describe your experience and proposed approach related to advising and defining specifications for classroom technology, including configuration, deployment, and implementation of said technology.

- Standardized Testing. Describe your understanding of the technical and logistical needs and requirements associated with standardized testing in charter schools. In addition, identify potential technical problems/issues associated with administering these tests, and indicate what, if any, support you provide to ensure smooth testing experience and compliance with applicable requirements.

- Training and Professional Development. Identify all staff training you will provide as part of your proposal regarding the use of network resources you will provide, end-user hardware, and interactive classroom technology. In addition, describe your proposed approach to accommodating specific requests for staff training on routine work in order to reduce the cost of services.

- Comprehensive Equipment Procurement. Please indicate whether you have access to, and the ability to purchase from, a variety of equipment vendors and whether, and to what extent, you pass on the direct cost of the equipment to the school or markup the price of the equipment purchased through these vendors. Indicate whether you offer participation in a volume-buying program to reduce costs for the school and whether, and to what extent, you pass on the direct cost of the equipment to the school or markup the cost equipment purchased through this program.

- Describe your experience and ability to assist and advise the school in defining equipment specifications and analyzing technical requirements.

- Indicate whether you support the school's position that warranty rights associated with all purchased/leased equipment should reside with the school.

- When engaged in planning and decision making with the administration and/or Board of Directors, describe your proposed approach to providing a range of alternatives, including analysis of relative costs and benefits of each alternative.
- Describe your proposed approach to address the management and inventory of all school technology equipment and licenses.
- Describe your proposed approach to providing management and administration of data and records, including your ability to assist the school in protecting confidential data stored on the school's network and devices and addressing all applicable student data privacy and security requirements under which the school must operate.
- Describe your proposed approach to protecting against security breaches of the school's network, including your proposed approach for who would be responsible in the event of a security breach.
- Describe your proposed procedures for responding to support requests from administration and staff, including any help desk system that you have in place for submission of service requests. If multiple steps are involved, please indicate who is responsible at each step and applicable timelines for responses, actions, and identify established follow up procedures if any.
- Please identify any additional value-added services your company provides that would reduce expenses that the school would otherwise incur.
- Indicate your hours of operation. Note: due to the nature of the services contemplated within this RFP, the school expects the successful Bidder to provide service and support in a timely manner, both during regular business hours of approximately 7 am to 4 pm, Monday through Friday, as well as other times in order to address emergencies and other unforeseen problems that the school might encounter.
- Indicate your willingness to enter into a service agreement in substantially the form attached to this RFP as Schedule 1. Specify any provisions that you would not be willing to enter into as well as any proposed additional or alternative contractual provisions.

c. Budget and Estimated Pricing.

- Equipment.** In order to provide a uniform basis on which the school may evaluate the cost of each proposal, evaluation of the equipment cost element will be based on the Sample Technology Equipment list in Appendix A2. The list provided is merely a sample intended to allow the school to compare pricing on selected pieces of equipment. By providing this list, the school does not represent that it will actually implement all or any

of the elements contained therein and does not bind itself to any aspect of the equipment list with respect to a Bidder selected to provide Technology services.

All Bidders must complete the cost breakdown table in the Sample Technology Equipment. Please provide specifications for the equipment being bid based on your recommendation.

- ii. **Services.** All Bidders must also provide a cost breakdown for providing the school with all necessary ongoing support and maintenance services through June 30, 2024 and renewable at the end of each year up to three years. Bidders should specify what services are included in ongoing maintenance and support. Bidders are invited to provide both an hourly fee cost proposal and/or a fixed fee cost proposal for ongoing maintenance and support services. While remote support is expected, Bidders should provide the cost for onsite support every week.
 - **Onsite Support:** Proposals should include the cost for remote support and onsite support. A minimum of 4 hours per week of onsite support will be required, proposals should include the cost associated with various options of onsite support ranging from the minimum of 4 hours to 40 hours a week.
- iii. Selection of the Technology Service Provider will be based on the responses to the above-listed components in relation to the Evaluation Criteria set forth in the following section.

SECTION 05: EVALUATION CRITERIA

Note: Proposals that are not compliant with proposal specifications will not be considered.

Proposal Price (30 Points): This criterion is based on the Bidder's budget and estimated pricing for providing the ongoing maintenance and support services as well as the equipment set forth in the Sample Technology List. This includes the Bidder's ability to provide a budget that is thorough, specific, and supports the needs of the school. The points assigned to each Bidders cost proposal will be based on the lowest proposal price. The Bidder with the lowest Proposed Price will receive 100% of the price points. All other Bidders will receive a portion of the total cost points based on what percentage higher their Proposed Price is than the Lowest Proposed Price. The formula to compute the points is: Cost Points x (Lowest Proposed Price/Proposed Price)

Experience (20 points): This criterion is based on the overall depth and quality of the Bidder's experience providing the required services to charter schools (or similar) as demonstrated in the proposal. A Bidder's experience working with current clients who are charter schools will be weighted more heavily.

Scope of Services (20 points): This criterion is based on the Bidder's demonstrated expertise and ability to provide the full scope of required services to charter schools. This criterion includes the Bidder's willingness to enter into a service agreement on substantially the terms proposed.

Responsiveness – Geographic Proximity, Remote Capabilities (20 points): This criterion is based on the Bidder's geographic proximity to TBLA's schools and its ability to otherwise provide required services in a timely manner, such as through remote access capabilities.

Personnel Qualifications (5 points): This criterion is based on the demonstrated qualifications of the Bidder's personnel.

Quality of References (5 points): This criterion is based on the information obtained regarding the quality of the Bidder's services from the references provided. Information obtained from references that are charter schools currently working with the Bidder will be weighted more heavily.

Total points available based on Evaluation Criteria: 100 points

APPENDIX A REQUIRED RESPONSE FORMS

Instructions: The following forms **MUST** be completed and submitted as part of the Proposal.

Appendix A01: Contractor Cover Letter with Information

Appendix A02: Pricing Proposal for Services and Sample Technology Equipment

Appendix A03: Service Proposal

Appendix A04: Subcontractors

Appendix A05: References

Appendix A06: Familial Relationship Affidavit

Appendix A07: Non-Collusion Affidavit

A Proposal must include a completed copy of each form, in the order listed above. Failure to submit each of the above forms may be cause for rejection of a Proposal.

DRAFT

APPENDIX A01 CONTRACTOR COVER LETTER WITH INFORMATION

Prospective Bidders are required to submit a written "Contractor Cover Letter with Information" via email. By submitting a "Contractor Cover Letter with Information", a prospective Bidder will receive future amendments and notices concerning this RFP.

It is mandatory that each proposal contain a cover letter which includes the following:

- A statement of the Bidder's intent to provide the services outlined in the proposal;
- The complete company name and address;
- The company contact person's name, phone number, and email address;
- The company's website, if applicable;
- The signature of the company's authorized representative, including position/title;
- The date of submission.

Submission of a proposal will be construed to mean that the Bidder understands the requirements contained herein, and the Bidder can supply the described services.

Authorized signature in the cover letter certifies that the Proposal as submitted complies with all Terms and Conditions as set forth in this RFP.

Authorized signature also certifies that this company has no business or personal relationships with any other company or person that could be considered a conflict of interest or potential conflict of interest with TBLA, and that there are no principals, officers, agents, employees, or representatives of this company that have any business or personal relations with any other companies or persons that could be considered a conflict of interest or a potential conflict of interest with TBLA, pertaining to any and all work or services to be performed as a result of this RFP and any resulting Contract with TBLA.

Prospective Bidders should email this information and the proposal to:

Haritha Dasari
Director of Technology & SIS
Phalen Leadership Academies
hdasari@phalenleadershipacademies.org

APPENDIX A02 PRICING PROPOSAL

- 1. **SERVICES.** Complete and submit pricing for each service proposed. Clearly identify the monthly/annual, not-to-exceed fee, by service, through June 30, 2024 (Year 1).
 - a. Also include the pricing proposed for Year 2 and Year 3 since these are additional years that the school may opt to renew.

- 2. **SAMPLE EQUIPMENT.** Complete and submit pricing and specifications for the equipment listed in the Sample Technology Equipment list below.

Equipment	Proposed Price	Proposed Specification
Student Chromebook		
Student Windows Laptop		
Student Apple Laptop		
Student iPad		
Teacher/Staff Chromebook		
Teacher/Staff Windows Laptop		
Teacher/Staff Apple Laptop		
Teacher/Staff iPad		

APPENDIX A03 SERVICE PROPOSAL

Prospective Bidders are required to submit a response to the proposal specifications in Section 04 Proposal Specifications and Schedule 1 Exhibit A.

DRAFT

APPENDIX A04 SUBCONTRACTORS

List any subcontractors that will or may be used. Provide the following:

Subcontractor Name

Subcontractor Address

Subcontractor Phone Number

Have you worked with this subcontractor within the last 12 months?

What scope of work will this subcontractor perform?

DRAFT

APPENDIX A05 REFERENCES

Please list the entities for which your company currently provides any of the services contemplated by this RFP. Attach an additional sheet if necessary.

Preference is given for K-12 schools for which this service is currently being performed by your company, or has been performed within the past three (3) years by your company.

REFERENCE INFORMATION

- Reference Company/Organization Name:
- Contact Name:
- Contact Phone Number:
- Date of Service Initiation:
- Date of Service Completion:
- Services Provided:



APPENDIX A06 FAMILIAL RELATIONSHIP AFFIDAVIT

THE AFFIDAVIT SET FORTH BELOW MUST BE EXECUTED ON BEHALF OF THE Bidder AND FURNISHED WITH EVERY BID

FAMILIAL RELATIONSHIP AFFIDAVIT

STATE OF _____
COUNTY OF _____
TAX ID#: _____

_____, being duly sworn, deposes and states that they are the _____ (title) of "Bidder," which has submitted to the School a Proposal to provide services as the Technology Services Provider, and hereby represents and warrants, except as provided below, that no familial relationships exist between the Bidder or any employee of the Bidder, the charter management company, and any member of the Board of TBLA or the staff of TBLA.

(If no exceptions, please state.)

List any Familial Relationships:

Affiant's Signature

On this _____ day of _____, 2023, before me, a Notary Public, in and for the above-referenced county, personally appeared _____, who made oath that they have read the foregoing Affidavit of Bidder – Familial Relationships, by they signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he believes same to be true.

_____, Notary Public State of Indiana, County of _____
My commission expires: _____,
Acting in the County of _____, Indiana

APPENDIX A07 NON-COLLUSION AFFIDAVIT

THE AFFIDAVIT SET FORTH BELOW MUST BE EXECUTED ON BEHALF OF THE Bidder AND FURNISHED WITH EVERY BID

NON-COLLUSION AFFIDAVIT

STATE OF _____
COUNTY OF _____
TAX ID#: _____

_____, being duly sworn, deposes and states that they are the _____ (title) of "Bidder," which has submitted to the School a Proposal to provide services as the Technology Services Provider. Except as specified below, the Bidder constitutes the only firm having any interest in the Proposal or in any contract, benefit or profit which may, might or could accrue as a result of said Proposal, said exceptions being as follows:

(If no exceptions, please state.)

Affiant further states that said Proposal is, in all respects, fair and is submitted without collusion or fraud, and that no employee, administrator or Board member of TBLA is directly or indirectly interested in the Proposal.

Affiant's Signature

On this _____ day of _____, 2023, before me, a Notary Public, in and for the above-referenced county, personally appeared _____, who made oath that they have read the foregoing Non-Collusion Affidavit, by they signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he believes same to be true.

_____, Notary Public State of Indiana, County of _____
My commission expires: _____,
Acting in the County of _____, Indiana

Schedule 1: SERVICE AGREEMENT

THIS SERVICE AGREEMENT (this “Agreement”) is entered into by and between _____ (“Provider”) and Thea Bowman Leadership Academy (“Client”). The effective date of this Agreement is the date this Agreement has been signed by Provider and Client (the “Effective Date”). Provider and Client may be referred to hereafter as the “Parties” or individually as “Party”.

RECITALS:

- A. WHEREAS, Provider is an information technology service provider that desires to provide certain information technology services to Client (the “Services”);
- B. WHEREAS, Client desires to contract with Provider for Provider to provide the Services to Client; and
- C. WHEREAS, the Parties desire to enter into this Agreement to memorialize the understanding between the Parties regarding the terms and conditions upon which the Services will be provided by Provider.

NOW, THEREFORE, in consideration of the foregoing, the mutual covenants contained below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, do hereby agree as follows:

AGREEMENT:

- 1. Recitals. The Parties hereto agree that the Recitals set forth above are accurate and correct and the same are incorporated herein by this reference.
- 2. The Services. Provider hereby agrees to provide the Services to Client on the terms and conditions contained in this Agreement.
- 3. Equipment.
 - a. In connection with the Services provided under this Agreement, Provider agrees to provide to Client equipment as requested by Client and/or as necessary to provide the Services.
 - b. However, Client shall have no obligation to purchase from Provider all or any portion of the equipment that it may require.
 - c. For equipment that Client purchases from Provider, Provider will bill Client the most cost effective and competitive price available for switch equipment.
 - d. Provider will provide to Client, upon Client’s request, copies of source documents pertaining to equipment provided to Client, including invoices and shipping documents.
- 4. Authorization to Perform Services.
 - a. Client will ensure that only its representative(s) who have authority to request Services may submit a service request ticket through Provider’s Help Desk system.
 - b. Client will identify for Provider the Client representative(s) authorized to request the performance of Services through channels other than Provider’s Help Desk system.

- c. Client will also identify for Provider the Client representative(s) authorized to request equipment from Provider.
 - d. Provider acknowledges that purchases by client are subject to approval by Client's Board of Directors in accordance with Client Board policy.
 - e. For Services that are not either regularly scheduled or planned in advance, including but not limited to service requests and emergencies arising from unforeseen software or hardware failures, Provider is not required to provide a detailed quote to Client prior to performing such Services. Receipt of a service request from an authorized Client representative shall constitute authorization to perform Services necessary to diagnose the issues and propose a solution. After the Provider has diagnosed the scope of Services and any equipment necessary in order to fulfill a Client service request, Provider will notify the representative(s) designated by Client and obtain verbal authorization prior to providing the Services and/or equipment necessary in order to fulfill the service request.
 - f. In the event Provider becomes aware of the need to perform Services or provide equipment in connection with a situation that Provider determines is likely to result in substantial additional expense to Client if not addressed immediately, Provider will make reasonable efforts to notify the representative(s) designated by Client and obtain verbal authorization prior to providing the Services and/or equipment. Notwithstanding the foregoing, in the event Provider does not receive a timely response from Client's representative(s), Provider may perform Services and provide equipment that it reasonably determines are required to protect Client from incurring significant additional expense, and it shall not be a defense to payment for Services or equipment provided in such a situation that Provider did not receive verbal authorization after making a reasonable attempt to obtain such authorization.
 - g. For Services that are planned in advance but are not regularly scheduled, ongoing maintenance and support, Provider will provide a quote to Client detailing the Services to be provided, the estimated or maximum time to be spent on those Services, the specifications of equipment to be provided, and the estimated or maximum cost. Provider will not provide such Services or equipment until it has received proper authorization from Client.
 - h. Provider shall perform the Services and provide the software and licenses set forth in Exhibit A, attached hereto, without obtaining prior authorization from Client. If, in the course of providing Services described in Exhibit A, Provider becomes aware of any additional Services not clearly within the scope of Services described in Exhibit A that it believes are necessary, Provider shall obtain authorization as required by this Agreement prior to performing such Services.
5. Cost of Services; Alternative Billing.
- a. The cost of the Services will be based on the actual service hours expended by Provider personnel. Exhibit B, attached hereto, sets forth the hourly rate that Provider will charge Client for the Services under this Agreement as well as good faith estimates of the cost that Client will incur for Services under this Agreement. The Parties acknowledge that Provider is not bound by the estimates set forth in Exhibit B, and the actual costs incurred may exceed such estimates.
 - b. The Parties anticipate that Client may request that Provider provide Services and equipment in connection with special projects, which may include but not be limited to the purchase and set-up of new servers, for example. The Parties may choose to establish alternative billing arrangements for such projects, which may include a fixed fee. In the event the parties elect to establish a fixed fee or other alternative billing arrangement for a project, the Parties acknowledge that it will be based on a quote that clearly identifies the specific Services and specifications of equipment to be provided as well as any related Services that are not included as part of the special project.

6. Quality and Timeliness.
 - a. Provider agrees to perform the Services for the benefit of Client and be responsible for the quality and timeliness of the Services.
 - b. With respect to Services where Provider is responsible for providing notice to Client representative(s) and Provider has provided such notice to the designated Client representative(s), Provider shall be held harmless for Client's failure to act on the information provided by Provider.
7. Client Cooperation. Client hereby agrees to provide timely responses to Provider's inquiries concerning the Services and equipment. Client acknowledges that failure to provide timely responses to Provider's inquiries may result in delays in the provision of Services and equipment. Provider will be held harmless for damages arising as a result of Client's failure to timely communicate with Provider.
8. Payment.
 - a. Client shall pay Provider for services performed at the hourly rate shown in Exhibit B or at the cost agreed to by the Parties pursuant to an alternative billing arrangement, as applicable.
 - b. Provider will submit monthly invoices to Client for the Services Provider has performed and equipment Provider has provided during the previous month.
 - c. All invoices that include fees for Services billed at an hourly rate will reference the ticket number in Provider's Help Desk system pertaining to those Services, which ticket will include (1) the date and time that the Services were provided, (2) the technician providing the Services, (3) a description of the Services, (4) a designation of whether the Services were performed at the Client's facility or remotely, and (5) the name of the client representative who authorized performing Services or providing equipment. Invoices will clearly correlate equipment provided with Services related to the repair, installation or set-up of such equipment.
 - d. Provider will not double bill for Services performed at an hourly rate. Specifically, in the event an Provider technician is able to and actually performs two separate Services simultaneously, Provider will not bill for both Services that were simultaneously performed.
 - e. Payment is due within thirty (30) calendar days of the date the invoice is issued.
9. Change Orders. Changes or alterations to the Services or equipment requested by Client, including but not limited to Services or equipment provided as part of a special project, may obligate Client to pay additional costs to Provider. Change orders will be prepared by Provider and provided to Client and shall outline the changes to the Services and/or equipment and the corresponding changes to the cost of such Services and/or equipment. Client must agree to the changes set forth in the change order prior to Provider beginning any work under the change order. If Provider is unable to meet Client's desired completion deadline due to delays by Client or changes requested by Client, or due to causes outside the control of Provider, Client agrees to indemnify and defend Provider from any damage, liability, or harm suffered by Client with respect to Provider's inability to complete the Services or provide the equipment prior to Client's desired completion deadline.
10. Insurance. Provider will maintain in force throughout the term of this Agreement general liability and worker's compensation insurance in the amount of at least \$1,000,000 per occurrence/\$2,000,000 aggregate and professional liability insurance in the amount of at least \$500,000. Upon request, Provider will provide to Client a certificate of insurance naming Client as additional insured.

11. **Governing Law.** This Agreement shall be governed by, and construed under, the laws of the State of Indiana.
12. **Term.** The initial term of this Agreement shall be for the months required to get to June 30, 2024. The Agreement may be renewed for up to two (2) additional one (1) year terms at Client's option.
13. **Termination.** Client may terminate this Agreement prior to the end of the initial one year term or any subsequent renewal term specified herein in the event that Provider fails to remedy a material breach of the Agreement within thirty (30) days after receipt of written notice of such breach from Client. In the event Client terminates this Agreement prior to the full completion of the initial term or any renewal term, within five (5) business days of such termination, Client shall pay Provider for all the Services Provider has performed up to the date of termination (the "Termination Date"). The Termination Date shall be the date that is thirty (30) days after Provider receives written notice from Client regarding a material breach of the Agreement that Provider fails to cure.
14. **Performance.** Each Party shall use commercially reasonable efforts to fulfill its respective obligations hereunder, but each Party shall in no event be responsible for any failure or delay in performance due to any catastrophe, act of God or government authority, civil strife, or any other cause beyond the control of such Party. In no event shall Provider's liability exceed the sum of the payments received by Provider from Client under this Agreement.
15. **Time is of the Essence.** Time is of the essence with respect to all aspects of this Agreement and all of the Exhibits referred to herein.
16. **Further Assurances.** Each of the Parties hereto shall execute and deliver any and all additional papers, documents, and other assurances, and shall do any and all acts and things reasonably necessary in connection with the performance of its obligations hereunder and to carry out the intent of the Parties hereto.
17. **Modification or Amendments.** No amendment, change, or modification of this Agreement shall be valid unless in writing signed by both Parties hereto.
18. **No Assignment Without Prior Written Consent.** The Parties hereto may not assign their respective rights or delegate their respective obligations hereunder without the prior written consent of the other Party, which consent shall not be unreasonably withheld or delayed by either Party. In any event, this Agreement shall be binding upon and shall inure to the benefit of the successors and permitted assigns of the Parties.
19. **Waiver.** Any waiver by either Party, whether express or implied, of any provision of this Agreement, any waiver of default, or any course of dealing hereunder, shall not affect such Party's right to thereafter enforce such provision or to exercise any right or remedy in the event of any other default or breach whether or not similar.
20. **Partial Invalidity.** Wherever possible, each provision in this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but in case any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions of this Agreement and this Agreement shall be construed and enforced as if such invalid, illegal, or unenforceable provision or provisions had never been contained herein unless the deletion of such provision or provisions would result in such a material change as to cause completion of the transaction contemplated hereby to be unreasonable.

21. Captions. Captions are used herein for reference only and shall in no way be deemed to define, limit, explain, or modify any provision hereof.
22. Construction. All Parties to this Agreement and their counsel have reviewed and have had the opportunity to revise this Agreement, and the normal rule of construction to the effect that any ambiguities in this Agreement are to be resolved against the drafting Party shall not be employed in the interpretation of this Agreement.
23. Successors and Assigns. All of the terms and provisions contained herein shall inure to the benefit of and shall be binding upon the Parties hereto and their respective successors and assigns.
24. No Joint Venture. It is not the intent of Provider or Client to, and said Parties do not, by execution of this Agreement, become partners, equity participants, or joint venturers of each other.
25. Notice. If either Party is required or permitted to send the other Party any notice, such notice shall be in writing and sent to the other Party at its address listed below by certified mail, postage prepaid, return receipt requested or by email at the corresponding email address listed below. Notices sent by certified mail shall be considered received by the other Party on the date that is three (3) calendar days after such notice is deposited with the U.S. Postal Service. Notices sent via email shall be considered received by the other Party on the date that is one (1) business day after the emailed notice is sent to the other Party:

To Provider: Thea Bowman Leadership Academy, 3401 W 5th Ave, Gary, IN 46406
To Client:

Any Party hereto may change its address for the purpose of receiving notices, demands, and other communications as herein provided by a written notice given in the manner aforesaid to the other Parties hereto.
26. Separate Counterparts. This Agreement may be executed in one or more counterparts, each of which, when so executed, shall be deemed to be an original and which counterparts shall together constitute and be one and the same instrument.
27. Copy with same Effect as Original. A copy of this Agreement signed by the parties, whether in electronic or hard copy form shall have the same effect as an original.
28. Authority of Signers. The persons executing this Agreement on behalf of Provider and Client warrant his or her authority to do so and to bind Provider and Client, respectively.
29. Entire Agreement. This Agreement represents the entire agreement between Provider with respect to the performance of the Services to be provided by Provider to Client and this Agreement supersedes any prior agreements, letters of intent, or understandings (whether written or oral) between the Parties.

IN WITNESS WHEREOF, this Agreement has been executed as of the Effective Date as defined above.

PROVIDER:

CLIENT:

Thea Bowman Leadership Academy

By _____

By _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Schedule 1: Exhibit A

Exhibit A is subject to the terms and conditions contained in the Service Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Service Agreement. In the event of any conflict or inconsistency between the terms of this Exhibit A and the terms of this Service Agreement, the terms of the Service Agreement shall govern and prevail.

Scope of Work /Deliverables

Provider shall provide Services as follows:

The Service Agreement and this Exhibit A are for the maintenance and support of the Technology needs of the Client. This Exhibit A is divided into four types of support and products. The first is: maintenance of support of devices and equipment (break fix) and help desk support of students and staff. This is performed on a daily basis remotely or onsite. The second is: maintenance and support of the core network. This is performed on a semi-monthly basis. The third is: management and physical maintenance of property and equipment. This is monitored and maintained on an ongoing basis. When applicable, this service is also performed yearly. The fourth is: core network products. This is performed as required to maintain the subscription or renew to the SSL certificate(s).

Maintenance and support of the core network:

Maintaining Client's computer network is required to keep the network running properly. This area of maintenance and support is identified and managed by Provider. This work is performed monthly. This support of the core network is essential to the health of the network.

1. Provider will manage the health of the network through monthly management support, which includes but is not limited to:
 - a. Ongoing management of data & records: Files, digital media, document management systems, software licensing, contractual information and historical data in accordance with Client's applicable retention schedule.
 - b. Ongoing management of network connectivity (Internet connection, firewall, network switches (Layer2/Layer3), and remote/VPN access).
 - c. Name resolution and IP management (two tiers of DNS; Internal and external DHCP and static).
 - d. Ongoing Management of servers and services (Virtual servers, DNS, DOMAIN, WEB, VPN, MAIL, PRINT, FILE, & BACKUP).
 - i. Servers may include: 2 x Virtualized Domain Controllers with Active Directory, DNS, DHCP, 1 x Virtualized Exchange server, 1 x VMware vCenter Server managing ESXi infrastructure, 1 x VMware Backup Appliance (for backup management).
 - e. Management and deployment of Microsoft Certified and Apple Certified updates and other system-wide patches and updates. (VMware, Windows Server 2003/2008/2012, Vista, 7, Exchange 2003/2007/2010/2012 & OS X, server services, Windows, anti-virus, and user applications).
 - f. Maintenance and Security of web and FTP sites.
 - g. Maintenance of user and network resources (usernames & passwords, logon scripts, network shares, and printers).
 - h. Email management (users, addresses, global address books, SPAM control, Webmail access).

- i. Management of user applications.
 - j. System-wide backups (data backups of core services and user files, also includes regular data audit).
 - k. Security risk removal (viruses, Malware, Spyware, and network security scans internal/external).
 - l. Documentation of systems and services (configurations, changes, designs, and implementations).
 - m. Access to online HelpDesk to input work orders and track service, and receive priority service for work orders.
 - n. 24x7x365 systems monitoring and access to 24x7x365 tech support.
 - o. External security scans and vulnerability assessments.
2. Provider will follow industry best practices to maintain and protect personally identifiable student data and to prevent data breaches. Provider will implement a cyber security framework as defined in R277-487 or any successor legal requirement, as it may be amended from time to time. In addition, Provider will function as the Client's Technology Security Manager and perform the responsibilities of the Client's Technology Security Manager as outlined in the Client's Data Governance Plan, including the following:
- a. Overseeing Technology security at the Client's school(s);
 - b. Helping the Client to comply with Technology security laws applicable to the Client, including but not limited to R277-487 as it may be amended;
 - c. Providing training and support to Client's employees on Technology security matters;
 - d. Investigating complaints of alleged violations of the Client's Technology security policies, procedures, or plans;
 - e. Investigating alleged security breaches of the Client's Technology systems;
 - f. Conducting data privacy and security auditing; and
 - g. Reporting periodically to the Client's Board of Directors on the security of the Client's Technology systems.

Management and physical maintenance of property and equipment:

Provider will perform management and physical maintenance of property and equipment (Computers, servers, equipment, etc.). Maintaining the computer network requires scheduled service to keep the network running properly. To ensure there is minimal downtime, Provider monitors core network equipment on an on-going basis. If there is a problem, it is addressed as needed. If no problem is found, Provider will schedule and perform this type of work on an annual basis, generally during the summer school break. This area of maintenance and support is identified and managed by Provider. This will include, but is not limited to:

1. Yearly cleaning of communications room including: taking core server and switches down, using specialized tools to clean the inside and outside of the machinery, then bringing this part of the network back up.
2. Inspection of all equipment in the network for physical damage.
3. Performing any warranty work as required on equipment that has been provided by Provider.

Core network products:

There are four main subscription services and certificates that Provider will maintain and deliver. This area of maintenance and support is identified and managed by Provider. These are billed as required to maintain the subscription or renew the certificate. They are:

1. Annual SSL Certificate Renewal. (There can be multiple SSL Certificates).
2. Provider -hosted offsite email gateway annual subscription.

3. Annual Provider DNS Filter annual subscription.
4. Firewall annual Subscription.

*note: This is a basic list to support the core network. This list may vary depending on the needs and products offered by the Client.

Definitions

Core Network: A core network, or network core, is the central part of a network that provides various services to customers who are connected by the access network. As part of the service, Provider supports this part of the network. Provider also monitors this network and addresses problems in real time.

Data: Distinct pieces of information usually formatted in a special way. Data refers to the documents and files that a user saves to their computer or to a network location. Provider has a backup scheme for data. This means all important documents can be accessed even in the event of a problem.

Network Connectivity: The physical (wired or wireless) connection of a computer network or an individual device to a network, such as the Internet or a LAN. Provider monitors both the network connectivity of the core network (central part of the network), and the network connectivity of individual PC, Mac, or tablets.

Name Resolution and IP Management: is a means of planning, tracking, and managing the Internet Protocol address space used in a network. It is important to plan and control this aspect of the network. A computer network can become very complex. Provider manages this for Client.

Servers: is a computer or software program. A server will run a program or provide a specific kind of service to another computer called a client. Provider supports servers as part of the maintenance and support Provider offers.

Server Updates: is a service provided by Provider that provides updates for the Microsoft Windows operating system and its installed components.

System Wide Patches: A patch is a piece of software designed to fix problems with, or update a computer program or its supporting data. This includes fixing security vulnerabilities and other bugs, and improving the usability or performance. Provider monitors and installs these patches.

Though meant to fix problems, poorly designed patches can sometimes introduce new problems. Provider tests and verifies patches to avoid this and potential downtime.

User-Names: are an identification used by a person with access to a computer, network, or online service. Provider keeps these up to date. Each employee is given a new and unique username.

Logon Script: is a file that runs automatically every time the user logs on. It can be used to configure a users working environment at every logon, and it allows an administrator to control a users environment without managing all aspects of it. Provider manages this for Client.

Network Shares: are shared resources or a device or piece of information on a computer that can be remotely accessed from another computer. These are sometimes called network drives. Provider sets this up and maintains this for Client.

System wide Backups: are a copy of a file or directory on a separate storage device; this is made in case the original was accidentally damaged or erased. Provider has a comprehensive backup plan. Provider offers both image level and file level backup. This gives Provider the ability to recover from any type of data loss.

Viruses/ Spyware/ Malware: Software that is designed to harm a network or PC. This can either cause a machine to loose data or can gather information and send it back to the creator of the software. Protection against this type of malicious software is import to have in place. Provider maintains this protection for Client.

SSL Certificate: SSL (Secure Sockets Layer) is a standard security technology for establishing an encrypted link between a server and a client—typically a web server (website) and a browser; or a mail server and a mail client. A SSL Certificate allows this connection to be established. All browsers have the capability to interact with secured web servers using the SSL protocol. However, the browser and the server need what is called an SSL Certificate to be able to establish a secure connection. Provider establishes and renews this certificate for Client.

DNS Filter: Internet filtering refers to blocking undesirable content on the Internet. It helps Client filter and deny access to any unwanted material. The person who sets up the filter provides a system to block certain data. It may include advertising, a virus, sexual content, file transfer, or other offensive material. When a user makes a request for a Web page that has been blocked, the Internet filter keeps the request from being completed. It either blocks it completely or redirects it to another location. Provider sets up and maintains and monitors this for Client.

Firewall: A system designed to prevent unauthorized access to or from a private network. A firewall is considered a first line of defense in protecting private information. Provider sets up and maintains the firewall. This is important to the security of the network.

Strategic Consulting: Consulting services offered by Provider. This includes Consulting for the current and future Technology needs of the school, consulting for new curriculum, and management and governance consulting. Provider offers this to Client at the flat hourly rate provided in the Agreement.

Schedule 1: Exhibit B
 Estimated of Costs Under Service Agreement

	Rate	Year 1 Estimated Monthly Amount	Year 2 Estimated Monthly Amount	Year 3 Estimated Monthly Amount
Maintenance and Services [list specific services]				
Core Network Products [list specific products]				
...				

DRAFT