

NOTICE OF MEETING
STANLEY HUPFELD ACADEMY at Western Village
1508 NW 106th Street OKC, OK 73114

REGULAR MEETING OF THE ADVISORY BOARD - M O N D A Y, AUGUST 4th

3:45 P.M. – Schwartz Performing Arts/Community Center - SW Corner of Campus (Park in West Lot, Enter North Door)

A G E N D A

Agenda items are subject to change up to 24 hours prior to meeting, excluding state holidays and weekends.

Meetings are open to the public.

This agenda was posted at 12:45 p.m. on the 25th day of July 2025 by Ruthie Rayner.

1. Welcome and Introductions

Kylie Lyons, Chair

2. Connect to Purpose

Ruthie Rayner, Superintendent /Principal

- Growing Up Green – Garden Steward Recognition- Bob & Cindy Eichenberg

3. Consent Items for Approval

Kylie Lyons, Chair

- Board Meeting **Minutes** for June 2, 2025
- May & June 2025 **Financials**
 - **2024-25 GF Encumbrances – 7,9-10,12-13,15-16,18-19,3,26,29-30,33-35,37-38,40-41,43-44,47-49,57,95,102-103,112,162,172,201,211-212,219,233,249,252-254,262,267-271,273-275,277-283-Totaling \$81,642.82**
 - **2024-2025 Building Fund Encumbrances-16-19,24,27-31-Totaling \$25,507.97**
 - **2025-26 General Fund Encumbrances 1-66-Totaling \$809,112.75**
 - **2025-26 Building Fund Encumbrances 1-5-Totaling \$3750.00**

4 Superintendent / Principal's Report

Ruthie Rayner, Superintendent /Principal

- a. Mentor Recruitment
- b. OSTP Update Test Scores
- c. Charter Renewal

Jason Mack-OKCPS/Zachary Lee-INTEGRIS

5 New Business

6 Adjourn

STANLEY HUPFELD ACADEMY (SHA) AT WESTERN VILLAGE

ADVISORY COUNCIL, MINUTES OF REGULAR MEETING

June 2, 2025

ATTENDEES

Voting members in attendance: Parker Cassell, Mike Chavez, Bob Eichenberg, Jessica Fraie, Eric Harmon, Milisha Henderson, Kylie Lyons, Suzan Whaley.

Voting Members Absent: Shari Dixon, David Jackson, John Vera.

Non-voting members absent: Christy Savage, Heather Meldrum, Jason Mack.

School Staff and Guests in Attendance: Kara Babbit (Superintendent), Ruthie Rayner (Principal), Becky Kime (Minutes Clerk)

The meeting was called to order at 3:55 pm by Kylie Lyons, Board President.

Consent Agenda

On a **motion by Milisha Henderson, 2nd Eric Harmon**, the following Consent Agenda items were unanimously approved as presented, a Vote was taken, and the consent agenda was approved.

- ☐ **Minutes** of the April 7, 2025 & May 5, 2025 Advisory Board Meeting.
- ☐ **Income Statements and Monthly Financial Reports**, including Compilation Reports; Statement of Assets, Liabilities, and Net Assets – Cash Basis; Statement of Revenue And Expenses – General Fund – Cash Basis; Detailed Revenue Summary – General Fund - Cash Basis; and Statement of Expenses Two-Year Comparisons by Project, Object – General Fund – Cash Basis, **for March & April 2025 Monthly Financial Reports.**
- ☐ **Encumbrance Register for March & April 2025 -GF-11,27,30-31,43,45,47,53,57,83,91,127,139,140,156,189,190-191,194,201,204,2010-211,213,215216,219-220,224,226-227,232-250,252-265-Totaling \$5,719.72. BF Encumbrances-21-7,12-13,15-20,22-26 Totaling \$14,957.03.**

Motion to approve the 25-26 Employment Contracts by Eric Harmon, 2nd, Bob Eichenberg. Motion carries.

Motion to approve the OCAS contract for 25-26 - \$34,200.00 by Milisha Henderson, 2nd Bob Eichenberg. Motion carries.

Motion to approve the Sylogist contract for 25-26-\$9,289.08 by Bob Eichenberg, 2nd Eric Harmon. Motion carries.

Motion to approve the 25-26 Vendor Contracts by Mike Chavez, 2nd Bob Eichenberg. Motion carries.

Motion to approve the 25-26 Temporary Appropriations by Eric Harmon, 2nd, Bob Eichenberg. Motion carries.

Motion to approve the Strong Readers Act Policy by Milsiha Henderson, 2nd, Bob Eichenberg. Motion carries.

Motion to approve the OKCPS Ratification of Lease for 25-26 by Bob Eichenberg, 2nd, Eric Harmon. Motion carries.

The Board approved the Resolution for Resignation of Kara Babbit, as Superintendent.

Principal's Report:

- > **EOY Grant Summary Report -\$12,808.00 for the 24-25 school year. This is through Donors Choose.**
- > **24-25 Mentor Recap-SHA had 99 mentors, totaling 1,588 hours for 24-25.**

Motion to adjourn by Eric Harmon, 2nd, Mike Chavez. Motion carries.

The meeting adjourned at 4:25 pm.

NEXT MEETING: Monday, August 4, 2025.

Approved: _____ Becky Kime, Minutes Clerk.

***Note: Attachment: Record of roll call votes**

June 2, 2025

[illegible]

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2025	88	ACCO BRANDS USA LLC	FY26 MAINT AGREEMENT FOR GBC ULTIMA	551.68
11	2	07/01/2025	102	ACENITEC PEST AND LAWN SERVICES	WEED CONTROL FOR COMMUNITY GARDEN	2,000.00
11	3	07/01/2025	210	BLED SOE HEWETT & GULLEKSON	AUDIT SERVICES FOR FY25	7,500.00
11	4	07/01/2025	101	TENNANT CO./BRADY INDUSTRIES OF OK	JANITORIAL SUPPLIES	12,000.00
11	5	07/01/2025	211	CITY GREASE TRAP SERVICES	GREASE TRAP DISPOSAL	2,500.00
11	6	07/01/2025	4	CITY OF OKLAHOMA CITY WATER	WATER SERVICE	9,500.00
11	7	07/01/2025	5	CITY OF THE VILLAGE	TRASH SERVICE	5,400.00
11	8	07/01/2025	59	CNA SURETY	SURETY BONDS SUPT/TREAS/ENC CLK/MINUTES CLK	1,500.00
11	9	07/01/2025	7	COX COMMUNICATIONS	INTERNET/ TELEPHONE SERVICE	7,800.00
11	10	07/01/2025	204	DAVIS JANITORIAL LLC	BLDG CLEANING	43,000.00
11	11	07/01/2025	84	DIGI SECURITY SYSTEMS, LLC	CAMERA INSTALL/UPDGRADES	66,631.14
11	12	07/01/2025	276	DR. CHARLOTTE MYLES-NIXON	PSYCHOMETRIST TESTING	15,000.00
11	13	07/01/2025	8	EALES SECURITY	ALARM MONITORING	3,500.00
11	14	07/01/2025	8	EALES SECURITY	ANNUAL INSPECTION OF BURGLAR/FIRE ALARMS	2,500.00
11	15	07/01/2025	159	EDMOND TROPHY COMPANY	ID BADGES FOR STAFF	100.00
11	16	07/01/2025	9	EUREKA WATER COMPANY	DRINKING WATER SERVICE	1,500.00
11	17	07/01/2025	62	EXPLORE LEARNING	BUNDLE: REFLEX AND FRAX 1&2 MATH AID	4,795.00
11	18	07/01/2025	82	FIRETROL PROTECTION SYSTEMS, INC.	HOOD VENT / RISER / FIRE EXTINGUISHER INSPECTIONS	2,000.00
11	19	07/01/2025	80	FOLLETT SCHOOL SOLUTIONS, INC.	LIBRARY SOFTWARE	1,100.00
11	20	07/01/2025	154	HEGGERTY PHONEMIC AWARENESS	1 YEAR READING LICENSE	1,000.00
11	21	07/01/2025	133	IXL LEARNING	MATH/ELA INSTRUCTIONAL SOFTWARE	2,000.00
11	22	07/01/2025	201	JOHN KING	FLOOR/CARPET CLEANING	8,531.74
11	23	07/01/2025	53	JOURNAL RECORD	EON PUB SHEET	300.00
11	24	07/01/2025	103	KEYSTONE FOOD SERVICE	FOOD SERVICE	225,000.00
11	25	07/01/2025	103	KEYSTONE FOOD SERVICE	FRESH FRUITS AND VEGETABLES	12,519.92
11	26	07/01/2025	124	MOBYMAX EDUCATION LLC	SITE LICENSE SOFTWARE RENEWAL	2,500.00
11	27	07/01/2025	277	MOTOROLA SOLUTIONS, INC.	SOFTWARE FEES	5,000.00
11	28	07/01/2025	251	OAAC	ENROLLMENT FEE FOR ACADEMIC COMPETITIONS	100.00
11	29	07/01/2025	16	OCAS	ACCOUNTING SERVICES	31,000.00
11	30	07/01/2025	23	OESC	UNEMPLOYMENT TAXES	5,000.00
11	31	07/01/2025	18	OG&E	ELECTRICITY	60,000.00
11	32	07/01/2025	22	OK PUBLIC CHARTER SCHOOL ASSOC.	ANNUAL MEMBERSHIP	3,200.00
11	33	07/01/2025	140	OKLAHOMA PUBLIC SCHOOL RES CNTR	3 TEACHERS ACCEPTED TO PROGRAM	1,200.00
11	34	07/01/2025	97	OKC MOSQUITO MILITIA	KITCHEN PEST SERVICES	1,500.00
11	35	07/01/2025	97	OKC MOSQUITO MILITIA	PEST SERVICES FOR BLDG	1,500.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	36	07/01/2025	21	OKCPS FINANCIAL SERVICES-TREASURY	ADMIN FEES AND RENT	28,000.00
11	37	07/01/2025	24	ONG	NATURAL GAS	11,000.00
11	38	07/01/2025	248	OSAG	WORKERS COMP INSURANCE	5,292.00
11	39	07/01/2025	75	OSSBA	PROFESSIONAL DEVELOPMENT	300.00
11	40	07/01/2025	75	OSSBA	ANNUAL MEMBERSHIP	2,064.00
11	41	07/01/2025	25	PHILADELPHIA INSURANCE COMPANIES	PROPERTY AND ELL INSURANCE	87,000.00
11	42	07/01/2025	79	PROGRESS PUBLICATIONS	THURSDAY FOLDERS	1,000.00
11	43	07/01/2025	43	QUILL	COPY PAPER	2,000.00
11	44	07/01/2025	43	QUILL	TIME CARDS/CLOCKS	91.75
11	45	07/01/2025	74	RENAISSANCE LEARNING	INSTRUCTIONAL SOFTWARE	6,000.00
11	46	07/01/2025	28	ROMO'S LAWN SERVICE	LAWN SERVICE	6,000.00
11	47	07/01/2025	30	SCHOLASTIC BOOK FAIRS	FALL AND SPRING BOOKFAIRS	4,500.00
11	48	07/01/2025	37	SECURITY BANK CARD	CARDIAC WISE ANNUAL RENEWAL	25.00
11	49	07/01/2025	37	SECURITY BANK CARD	COSTCO MEMBERSHIP	65.00
11	50	07/01/2025	37	SECURITY BANK CARD	FLOCABULARY BY NEARPOD	150.00
11	51	07/01/2025	37	SECURITY BANK CARD	GENERATION GENIUS	200.00
11	52	07/01/2025	37	SECURITY BANK CARD	NATIONAL CPR FOUNDATION RENEWAL	100.00
11	53	07/01/2025	37	SECURITY BANK CARD	POSTAGE FOR MAILING STUDENT RECORDS	100.00
11	54	07/01/2025	37	SECURITY BANK CARD	SAMS MEMBERSHIP RENEWAL	100.00
11	55	07/01/2025	37	SECURITY BANK CARD	SDE OK CREDENTIALING SYSTEM - PARAS	40.00
11	56	07/01/2025	37	SECURITY BANK CARD	YEARLY PLAN FOR ECOBEE THERMOSTATS	624.00
11	57	07/01/2025	37	SECURITY BANK CARD	POSTAGE	700.00
11	58	07/01/2025	37	SECURITY BANK CARD	SPORT SAFETY INTERNATIONAL - RENEWAL FOR NURSE/AID	25.00
11	59	07/01/2025	31	SENSATIONAL KIDS INC.	SPEECH AND OCC THERAPY SERVICES	55,000.00
11	60	07/01/2025	164	STARFALL EDUCATION FOUNDATION	SCHOOL MEMBERSHIP	500.00
11	61	07/01/2025	14	SYLOGISTED, INC.	STUDENT INFO/ACCOUNTING BUSINESS FORMS	8,389.08
11	62	07/01/2025	246	THE BECKMAN COMPANY	PROPERTY INSURANCE	35,000.00
11	63	07/01/2025	246	THE BECKMAN COMPANY	CYBER LIABILITY	2,200.00
11	64	07/01/2025	278	RIVERSIDE INSIGHTS	STUDENT TESTING FOR SCHOOL PSYCH	300.00
11	65	07/01/2025	267	TULSA CONNECT	OFFICE 365 EDUCATION FACULTY PLAN	2,617.44
11	66	07/17/2025	37	SECURITY BANK CARD	LOWES FIRE EXTINGUISHERS NEW	500.00

Stanley Hupfeld Academy
Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
Non-Payroll Total:						\$809,112.75
Payroll Total:						\$80,909.74
Balance Forward:						\$0.00
Report Total:						\$890,022.49

Stanley Hupfeld Academy
Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2025	203	LOVIN LIFE CONSULTING LLC	HANDYMAN SERVICES	750.00
21	2	07/01/2025	41	LUCAS HOME SERVICES LLC	HANDYMAN SERVICES	750.00
21	3	07/01/2025	44	MAYFAIR LOCK AND KEY	LOCK REPAIR AND REPLACEMENT	750.00
21	4	07/01/2025	171	RUCKER MECHANICAL	ELECTRICAL REPAIR	750.00
21	5	07/01/2025	46	UNITED MECHANICAL SERVICE	PLUMBING REPAIRS	750.00
Non-Payroll Total:						\$3,750.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$3,750.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 5/1/2025 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	7	07/01/2024	211	CITY GREASE TRAP SERVICES	GREASE TRAP DISPOSAL	-500.00
11	9	07/01/2024	4	CITY OF OKLAHOMA CITY WATER	UTILITIES	-5,897.48
11	10	07/01/2024	5	CITY OF THE VILLAGE	UTILITIES	-2,830.48
11	12	07/01/2024	7	COX COMMUNICATIONS	MONTHLY INTERNET/PHONE SERVICE	-4,581.56
11	13	07/01/2024	204	DAVIS JANITORIAL LLC	MONTHLY JANITORIAL SERVICES	-4,000.00
11	15	07/01/2024	151	DURANTE CONSTRUCTION INC.	REPLACE 6 DOORS	0.00
11	16	07/01/2024	8	EALES SECURITY	BURGLAR AND FIRE ALARM MONITORING	-1,460.00
11	18	07/01/2024	9	EUREKA WATER COMPANY	OPERATION OF BLDG WATER SERVICE	-1,545.45
11	19	07/01/2024	10	EXCEL MICRO, LLC	EMAIL PROTECTION SOFTWARE	-182.00
11	23	07/01/2024	190	HOME DEPOT PRO	JANITORIAL SUPPLIES	-415.35
11	26	07/01/2024	205	JAZLYN R MARCOS	PORTLAND STATE UNIV CLASSES- ECED 591 AND 523	-500.00
11	29	07/01/2024	103	KEYSTONE FOOD SERVICE	FOOD SERVICE	-3,050.59
11	30	07/01/2024	103	KEYSTONE FOOD SERVICE	FFVG GRANT	-12,519.92
11	33	07/01/2024	16	OCAS	ACCOUNTING SERVICES	-1,650.00
11	34	07/01/2024	23	OESC	OESC	763.87
11	35	07/01/2024	18	OG&E	ELECTRICITY	-24,690.88
11	37	07/01/2024	97	OKC MOSQUITO MILITIA	PEST SERVICES FOR CNP	-1,010.00
11	38	07/01/2024	21	OKCPS FINANCIAL SERVICES-TREASURY	RENT/SPONSOR FEES	-5,851.08
11	40	07/01/2024	24	ONG	NATURAL GAS	-8,425.30
11	41	07/01/2024	248	OSAG	WORKERS COMP INSURANCE	0.00
11	43	07/01/2024	25	PHILADELPHIA INSURANCE COMPANIES	INSURANCE/ELL/PROPERTY	-1,922.00
11	44	07/01/2024	79	PROGRESS PUBLICATIONS	THURSDAY FOLDERS	-197.20
11	47	07/01/2024	27	REACH EDUCATIONAL CONSULTING	PSYCH SERVICES	-12,145.70
11	48	07/01/2024	155	REALLY GREAT READING	PROFESSIONAL DEVELOPMENT REGISTRATION	0.00
11	49	07/01/2024	74	RENAISSANCE LEARNING	INSTRUCTIONAL SOFTWARE	-1,708.00
11	57	07/01/2024	31	SENSATIONAL KIDS INC.	SPEECH AND OCCUPATIONAL THERAPY SERVICES	5,324.46
11	95	08/22/2024	102	ACENITEC PEST AND LAWN SERVICES	4 X YEAR FOR WEED CONTROL FOR COMMUNITY GARDEN	0.00
11	102	08/29/2024	37	SECURITY BANK CARD	GUIDED PHONICS BEYOND SCIENCE OF READING	0.00
11	103	08/29/2024	154	HEGGERTY PHONEMIC AWARENESS	YELLOW BOOK (ENGLISH PRIMARY) 2022	0.00
11	112	09/05/2024	37	SECURITY BANK CARD	FLOCABULARY BY NEARPOD	0.00
11	162	10/30/2024	36	AMAZON CAPITAL SERVICES	BOOK FOR MENTORING ROOM	-0.10
11	172	11/07/2024	36	AMAZON CAPITAL SERVICES	LITERACY NIGHT SUPPLIES	0.00
11	201	12/19/2024	151	DURANTE CONSTRUCTION INC.	CAFETERIA, BRD RM, KITCHEN,RESTROOOM DOORS	0.00
11	211	01/22/2025	36	AMAZON CAPITAL SERVICES	WORLDLY WISE 3000 - 4TH GRADE	0.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 5/1/2025 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	212	01/22/2025	254	REALLY GOOD STUFF, LLC	EZREAD COLOR CODED MAGNETIC LETTERS/BOARD	-11.24
11	219	01/30/2025	37	SECURITY BANK CARD	SAMS CLUB	0.00
11	233	03/05/2025	37	SECURITY BANK CARD	WALMART - FOOD/ POLISH - GIFT	-27.35
11	249	04/04/2025	267	TULSA CONNECT	MICROSOFT 365	-198.80
11	252	04/16/2025	36	AMAZON CAPITAL SERVICES	SCHOOL UNIFORMS FOR HOMELESS STUDENTS	-142.46
11	253	04/16/2025	200	DISCOUNT SCHOOL SUPPLY	BACK TO SCHOOL SUPPLIES	-0.01
11	254	04/16/2025	43	QUILL	BACK TO SCHOOL SUPPLIES	-26.14
11	262	04/23/2025	36	AMAZON CAPITAL SERVICES	FFVG SUPPLIES	-244.26
11	267	05/01/2025	67	IDEMIA	FINGERPRINT AND BACKGROUND CHECK	58.25
11	268	05/07/2025	37	SECURITY BANK CARD	SAMS FOR TEACHER APPRECIATION WEEK	405.26
11	269	05/07/2025	271	EDUCATIONAL CONSULTING SERVICES	PROFESSIONAL DEVELOPMENT	400.00
11	270	05/07/2025	43	QUILL	SANDISK ULTRA 512 GB MEMORY CARD	84.08
11	271	05/07/2025	171	RUCKER MECHANICAL	SECURITY LIGHTING AT GYM	4,470.88
11	273	05/15/2025	246	THE BECKMAN COMPANY	PROPERTY INSURANCE ADJUSTMENT	1,535.58
11	274	05/15/2025	37	SECURITY BANK CARD	STARS AND STRIPES PIZZA	59.00
11	275	05/22/2025	36	AMAZON CAPITAL SERVICES	FLAGS/ENVELOPES	88.95
11	277	05/27/2025	67	IDEMIA	BACKGROUND CHECK FOR SAMANTA RAMIREZ	58.25
11	278	05/29/2025	36	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES TO SUPPORT REGULAR ED FOR IEPs	278.94
11	279	05/29/2025	37	SECURITY BANK CARD	RUDYS BREAKFAST TACOS	191.36
11	280	05/29/2025	37	SECURITY BANK CARD	LITTLE CAESARS/CVS PICTURES PRINTS FOR AWARDS	50.73
11	281	05/29/2025	37	SECURITY BANK CARD	LOWES	246.68
11	282	06/05/2025	36	AMAZON CAPITAL SERVICES	TABLE GROMMET COVER	15.99
11	283	06/13/2025	67	IDEMIA	BACKGROUND CHECK VICTORIA WALKER	58.25

Non-Payroll Total: (\$81,642.82)

Payroll Total: \$18,981.36

Balance Forward: \$3,510,471.95

Report Total: \$3,447,810.49