



COLLEGIATE HALL CHARTER SCHOOL

BOARD MEETING | MARSHALL ELEMENTARY 1142 EAST 56TH STREET, TULSA, OK 74105

MARCH 12, 2018 | 4:30 PM – 6:00 PM

AGENDA

	Action	Item	Lead	Materials
I		Welcome	Board Chair	
II	VOTE	Approval of Agenda	Chair	Agenda
III	VOTE	Approval of Previous Meeting's Minutes	Chair	Minutes
IV		Public Comments 1. Comments on Items on the agenda 2. Comments on items not on the agenda	Board Chair	
V		Finance Committee Report	Finance Committee Chair	Finance Committee Report
	VOTE	Encumbrance Register Approval	Finance Committee Chair	Encumbrance Register
	VOTE	Proposed Budget	Finance Committee Chair	
	VOTE	NWEA MAP Contract	Finance Committee Chair	
VI		Governance Committee Report	Governance Committee Chair	Governance Committee Report
VII		Head of School Report	Nikhil Kawlra	
VIII		Adjournment	Board Chair	Adjournment

NOTES



COLLEGIATE HALL CHARTER SCHOOL

FEBRUARY 2018 MEETING MINUTES

ATTENDEES: Rick Huck, David Poarch, Justin Harlan, Sarah Jane Gillett, Nicole Morgan, Lyn Entzeroth, and CB Rowan

	Action	Item	Notes	Voting Record
I		Welcome		
II	VOTE	Approval of Agenda		
III	VOTE	Approval of Previous Meeting's Minutes		
IV		Public Comments 3. Comments on Items on the agenda 4. Comments on items not on the agenda		
V		Finance Committee Report		
	VOTE	Encumbrance Register Approval		
	VOTE	Insured Cash Sweep		
VI		Governance Committee Report		
VII		Head of School Report		
	VOTE	Data Sharing with IMPACT Tulsa		
	VOTE	Teach For America Contract		
	VOTE	Teacher Training Initiative		
	VOTE	Charter Expansion to K-3		
VIII		Adjournment		



ATTENDEE SIGNATURES

<u>Name</u>	<u>Signature</u>
Justin Harlan	
Sarah Jane Gillett	
Rick Huck	
David Poarch	
Carlo Agapito	
Lyn Entzeroth	
Nicole Morgan	
CB Rowan	



March 2018 Finance Committee Report

Finance Committee Meeting Agenda, March 7, 2018

1. Review Financials – Adequate cash balance to cover next three months. February expenditures less than average.
2. Encumbrances – negative amounts are to reduce liabilities that are not expected to be used. Holland Hall Book Fair was used to purchase books for the teachers.
3. Draft Budget – Shown to primary funders with zero cash balance carry over and no continuation of their funding. HOS salary not included, should be covered by WFF.
4. Verify BOK ICS Sweep account established- we moved \$250,000 to money market account earning interest.
5. New contracts review
 - a. Insurance - Application for Renewal – same provider as last year. CB is going to check another broker.
 - b. NWEA – MAP renewal \$4,125 – same provider as last year, amount increases with higher enrollment.
6. Estimated Revenue from fundraising dinner = \$120,256, Expenses = \$5,935. Net = \$114,321



March 2018 Governance Committee Report

To: Collegiate Hall Board of Directors
From: Lyn Entzeroth, Chair, Governance Committee
Re: Governance Committee Report
Date: March 5, 2018

1. Update on recruitment of new board members.
2. Update on Head of School contract for Nikhil.
3. Update on job description and performance review process for Nikhil.



March 2018 Head of School Report

1. Staffing
 - a. Recruitment/Hiring under way
 - b. Mid-year reviews for all teachers completed
 - c. Nikhil has applied for Leverage Leadership Institute
 - d. Nikhil will miss the two days after break
 - e. Nathalia is getting married!
2. Student recruitment
 - a. Season kicking off (delayed)
3. Updates on K-3
 - a. Meeting with Andrea Castaneda
 - b. Upcoming meeting with Ben Stewart (GKFF), Elsie Urueta (Tulsa Honor Academy Head of School), Kian Kamas (Tulsa Honor Academy Board Chair), and Justin
 - c. Met with Sophia Pappas (GKFF Birth Through Eight Strategy)
 - d. Nathalia, Jo, and Katie Hoole (prospective Head of School) went to Nashville last week
4. Updates on Teacher Training
 - a. Increased ask of Walton (Nikhil's salary, technology, website)
 - b. Partnership with OU
5. Development
 - a. Applied for Emerging CMO Grant
 - b. Applied for Cox Charities Grant
 - c. \$500 from OERB
 - d. Met with GKFF, CLSFF
 - e. Tours: CB, Mark and Mona Whitmire
 - f. Nikhil spoke at United Way Panel with Teach For America
6. Student Achievement
 - a. Mid-Year MAP Data coming in
 - b. Trimester 2 final exams start this week
 - c. Flu season was hard on attendance
 - d. Students Lost (since January 4, 2018): BR/LR/AP (moved to Talihina), JD (moved to East Tulsa), PBB (mother incarcerated), JR (moved to Jenks)
7. School Shutdowns Update