



COLLEGIATE HALL CHARTER SCHOOL

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

JUNE 25, 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		Governance Committee Report	Governance Committee Chair	
	VOTE	New Board Members and Slate of Officers	Governance Committee Chair	Resumes
		Board Retreat	Incoming Board Chair	
VI		Finance Committee Report	Board Chair/Head of School	Finance Committee Report, Encumbrance Report, Purchase Order Monitor
	VOTE	Review of Contracts	Board Chair/Head of School	
	VOTE	Encumbrance Register Approval	Board Chair/Head of School	Encumbrance Register
VII		Head of School Report	Nikhil Kawlra	
VIII		New Business	Board Chair	<i>Note: This business is, in accordance with Oklahoma Statutes Title 5 § 311 (A) (9), limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda.</i>
IX		Adjournment	Board Chair	Adjournment

NOTES



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	
Michael DuPont	
Lindsay Bennefield	
Annabel Jones	
Amber Masters	



FINANCE COMMITTEE REPORT

Finance Committee Meeting Minutes, June 8, 2018

1. Encumbrances – discussion regarding large credit card expense. It was for student recruitment/advertising. Staff retreat at Sasakwa other large expense. Move for approval.
2. Purchase Order Register – Same large expenses as Encumbrances. Move for approval.
3. Financial Statements –
 - a. Received \$11,294.37 in donations.
 - b. Payroll expense includes June.
 - c. Should end fiscal year with close to \$200,000 net assets.
4. Contracts
 - a. Lease Agreement -Move to approve – same contract as last year with more square footage.
 - b. Transportation – Move to approve
 - c. Payroll issue – Approve additional payment to new staff with understanding it will reduce 2018-2019 bonus or raise.
5. Next Meeting – Thursday, July 12 (tentative)



HEAD OF SCHOOL REPORT

1. Staffing
 - a. Teachers Fully Hired! (Hit on 8/9 TFA Candidates)
 - b. Leadership Team For Upcoming Year
 - i. Directors – Nathalia Takabatake (culture/operations) and Caitlin Haskins (curriculum/instruction)
 - ii. Deans/Managers –
 1. Dean of Students – Stephen Paul and Venita Cooper
 2. Dean of Instruction – Cassidy Richardson and Alissa Monroe (half time)
 3. Dean of Community Outreach – Alvin Okonkwo
 4. Dean of Student Supports (Special Education) – Jasmine Geiger
 5. School Operations Manager – Amy Jett
2. Updates on Teacher Training
 - a. Partnership with BA – they'll be attending PD with us 7/23 – 8/3
 - b. New Teacher Trainers Conference maxed out at 85 attendees (with a waitlist)
 - c. New Teacher Trainers Conference
3. Development
 - a. Walton Family Foundation - TBD
 - b. Dinner on 9/18!
4. Academics
 - a. MAP Scores
 - b. Focus on OSTP/MAP
5. Finance
 - a. Teacher Pay Increase Salary Schedule (attached)
 - b. Minor Updates to Budget (TFA, 2K more for furniture, \$900 more for janitorial)
 - c. Open Purchase Orders
 - i. Furnishings
 1. School Outfitters-\$13,083.01 (Desks/Tables for 8th grade classrooms and new teachers)
 - ii. Classroom Technology
 1. Doc Cams-\$1500.00
 - iii. School Culture Supplies
 1. AnyPromo \$400.00 18/19 Student Planners
 2. School Specialty \$1700.00 Combination locks for lockers
 3. Seat Sack Co. \$298.00 –Seat sacks
 - iv. Office Supplies
 1. Amazon Prime Membership (Business) \$300.00
 - v. Professional Development
 1. Stanford Center for Professional Development \$200.00
 2. Reimbursements for Nikhil's Travel to Denver \$200.00



d. Contracts

- i. Whetsone Education
- ii. School Runner
- iii. MAS Gradebook
- iv. Insurance Proposal
- v. Lease Agreement
- vi. Transportation
- vii. Speech Pathologist