



COLLEGIATE HALL CHARTER SCHOOL

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

SEPTEMBER 25, 2018 | 5:00 PM – 6:30 PM

AGENDA

| | Time | Item | Lead | Materials/Topics |
|------|---------|--------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------|
| I | 2 min. | Welcome | Sarah Jane Gillett | |
| II | 2 min. | Approval of Agenda | Sarah Jane Gillett | Agenda |
| III | 2 min. | Public Comments Comments on Items on the agenda Comments on items not on the agenda | Sarah Jane Gillett | |
| IV | 2 min. | Approval of Previous Meeting's Minutes | Sarah Jane Gillett | Minutes of August Board Meeting |
| V | 5 min. | Board Chair Report | Sarah Jane Gillett | Vote on Adoption of Consent Agenda Development of Board Timeline |
| VI | 5 min. | Presentation of Monthly Financials | CB Rowan | August Financial Report |
| VII | 2 min. | Encumbrance Register Approval | CB Rowan | Encumbrance Register |
| VIII | 2 min. | Purchase Order Approval | Nikhil Kawlra | Purchase Order Register |
| IX | 5 min. | Presentation of Monthly Financials | CB Rowan | August Monthly Financial Report |
| X | 10 min. | Academic Performance Report | Carlo Agapito | Dashboard Attendance Data |
| XI | 5 min. | Student Recruitment Update | Nikhil Kawlra | Dashboard |
| XII | 5 min. | Development Committee Report | David Poarch | Power Breakfast for Dinner Additional Grant Submissions |
| XIII | 10 min. | Human Resources Report | Nikhil Kawlra | Recommendation for Incentive Compensation Plan Master Teacher Pathway Presentation Revised Maternity Policy |



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| XIV | 15 min. | TLI Report & Agreement Approvals | Jo Lein | Advisory Board Update Agreement with The Mine Proposed Agreement with Broken Arrow Public Schools |
| XV | 15 min. | Charter Expansion Task Force | Nikhil Kawlra | Status Report Anticipated Timeline Board Call to Action |
| XVI | 2 min. | New Business | Sarah Jane Gillett | <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> |
| XVII | 2 min. | Adjournment | Sarah Jane Gillett | 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 | |
| Michael DuPont | |
| Lindsay Bennefield | |
| Annabel Jones | |
| Amber Masters | |



COLLEGIATE HALL CHARTER SCHOOL

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

AUGUST 21, 2018 | 5:00 PM – 6:30 PM

Meeting Minutes

Directors Attending: Sarah Jane Gillett, David Poarch, Justin Harlan, CB Rowan, Nicole Morgan, Rick Huck, Annabel Jones, Michael DuPont, Lindsey Bennefield, Amber Masters and Nikhil Kawlra (non-voting)

Staff Attending: Nikhil Kawlra (non-voting director), Nathalia Takabatake, Jo Lein and Alvin Okonkwo

Directors Absent: Lyn Entzeroth and Carlo Agapito

Board Packet Emailed in Advance:

- Board Agenda with Committee Reports
- July Finance Report
- School Psychometrist Contract
- Academic Dashboard

| | Action | Item | Action | Voting Information |
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| I | | Welcome | Board Chair Sarah Jane Gillett called the meeting to order at 5:04 pm and welcomed board members and staff in attendance. She thanked David Poarch for hosting a fun board-staff mixer at his home. She distributed copies of the book "Most Likely to Succeed" to all board members and staff in attendance and noted that the board might discuss the book at a future meeting. | |
| II | VOTE | Approval of Agenda | Board Chair Sarah Jane Gillett asked for a motion to approve the agenda. | Amber Masters made the motion. Second: Rick Huck The motion carried. Aye: Lindsay, Michael, Justin, Rick, Annabel, Amber, Nicole, David, CB |
| III | VOTE | Approval of Previous Meeting's Minutes | Board Chair Sarah Jane Gillett asked for a motion to approve the minutes from the board meeting held on June [], 2018. Board Chair Sarah Jane Gillett asked for a motion to approve the minutes from the special board meeting held on July 13, 2018. | Rick Huck made the motion. Second: Nicole Morgan The motion carried with Amber Masters and Michael DuPont abstaining. |



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| | | | | <p>Aye: Lindsay, Justin, Rick, Annabel, Nicole, David, CB Abstain: Amber, Michael</p> <p>Amber Masters made the motion. Second: Rick Huck The motion carried with Nicole Morgan abstaining. Aye: Lindsay, Michael, Justin, Rick, Annabel, Amber, David, CB Abstain: Nicole</p> |
| IV | | <p>Public Comments</p> <ol style="list-style-type: none"> 1. Comments on Items on the agenda 2. Comments on items not on the agenda | <p>Board Chair Sarah Jane Gillett noted that there are no members of the public in attendance and that no public comments on the agenda or on items not on the agenda were received.</p> | |
| V | | <p>Governance Committee Report</p> | <p>Justin Harlan gave the report. The committee is working on the Head of School Evaluation.</p> | |
| VI | | <p>Presentation of Monthly Financials</p> | <p>CB Rowan gave the financial report. He stated cash flow is good and invited directors to review the reports provided in the board packet.</p> <p>He further noted that Nikhil requested the committee to review and update the school's maternity policy. He asked for interested directors to reach out to him to assist with this policy.</p> <p>He also stated that a determination should be made on implementing compensation increases for teachers as a result of increased state funding. He invited interested directors to notify him so that he could put together a task force could provide input to Nikhil on creating a policy to pay teachers.</p> | |



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| | VOTE | Encumbrance Register Approval | CB Rowan moved on behalf of the Finance Committee to approve the encumbrance register. | The motion carried. Aye: Lindsay, Michael, Justin, Rick, Annabel, Amber, Nicole, David |
| VII | | Discussion of Parliamentary Procedure | Board Chair Sarah Jane Gillett initiated a discussion on developing a consent agenda process for board meetings. She provided a handout to directors discussing consent agendas. A consent agenda would allow for routine perfunctory items to be approved as a group and would save time for items that merit more significant discussion. Sarah Jane noted that any director has the option to call for a vote to remove an item from the consent agenda. The process would be to include all pertinent handouts in the board packet that will be distributed via email at least one week in advance. Positive feedback was received for this idea and Sarah Jane indicated that directors could contact her with questions throughout the month. She will call for a vote at the September meeting and, if it the consent agenda is approved, then it would be implemented at the October meeting. | |
| VIII | | Academic Performance Report | Goals in academic performance committee report shared. What is college readiness – certain percentiles in each content ensures that students are college ready Quick look at academic dashboard Mastery – it gives everyone more dipsticks on how students are doing in classes and what they master in the content. If students are mastering material we should see growth. What should we focus on? If we are going to prepare our students to compete nationally we are going to align to CCSS. Nikhil going to send our OSTP scores Timeline of Board Meetings | |
| IX | | Breakfast for Dinner Event | David Poarch – 9/18. Fundraising event link is now on website. Objective is to get as | |



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| | | | <p>many people as we can at fundraiser. Inviting School Board members and city counselors are invited.</p> <p>Plan is like science fair – teachers will explain what they are doing; attendees can purchase supplies; raffle and prizes; we will do a silent auction where donors will pay for a field trip for students to go on different field trips. Working on agenda on who is going to speak. Students and teachers going to talk. Next week is final planning.</p> <p>Need help with getting people there and filling seats.</p> <p>Fundraising goal yearly: \$150K</p> <p>GT scheduled 11/9</p> <p>10/17 – Jim Walton tentatively coming to visit</p> | |
| X | | Student Recruitment Update | <p>Email of BES comparative data, received framework, lost 2 points for not posting board agenda ahead of time</p> <p>9/6 NT and NK going to Nashville</p> <p>Enrollment – challenge. List has 251 students on the list. Some will fall off in the beginning of year. Alvin gone door to door, sent email flyers, send post cards in main, Alvin has texted families, we asked our families to help, emailed TPS Principals. Emailed charter principals – THA shared their waitlist. Focus is to get kids into the building. Open to other strategies.</p> <p>Prioritizing highest leverage things and things that are very easy to do. Door to door – not a good use of time. Alvin texted 60 kids, 2 parents responded and non applied. What are the different levers we can pull to get more kids into the building. Idea – private schools with waiting list</p> | |
| | | TLI Report | <p>Jo gets to be PR person for CH and replicate work done here. First cohort – started July 23 – 10 fellows. 5 Cleveland, 5 BA. They have started school and using Whetstone. Have grant officially – waiting on check but was approved by Walton. Have official website. Put link to TLI on CH</p> | |



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| | | | <p>website. Did conference in July for leaders ~60 people there. News 6 and 8 came. Dr. Ballard helped arrange publicity of event. Got good feedback, doing 2nd annual in Feb. Started planning and executing PDs and training around different districts. Have put forth a request for proposal for TPS for classroom management coaching. Created a RFP, wanted to show TPS we are here. It was good exercise because codified our model and how we are different from other organizations. Getting business and operations side working and thinking about leadership coaching. Starting leadership cohort next summer. How do we study good leaders? Aiming 20 teachers in cohort. Even high income areas are seeking our help. For income purposes we can provide mentoring vs coaching. Piloting other things.</p> | |
| | VOTE | Open Purchase Orders | <p>Nikhil presented a list of purchase orders to be approved by the board for projected spending in September. Nikhil noted that he wasn't sure that the school would participate in the Weekend Warriors program through Building Excellent Schools.</p> | <p>Nikhil Kawlra made the motion. Second: Rick Huck The motion carried. Aye: Lindsay, Michael, Justin, Rick, Annabel, Amber, Nicole, David</p> |
| | VOTE | Contract with OPSRC | <p>Nikhil presented the contract with the OPSRC, which includes membership to the Oklahoma Charter School Association.</p> | <p>Nikhil Kawlra made the motion. Second: Justin Harlan The motion carried. Aye: Lindsay, Michael, Justin, Rick, Annabel, Amber, Nicole, David</p> |
| | VOTE | Contract with Claire Duncan | <p>Nikhil presented the contract with Claire Duncan, who would provide psychometric testing to our special education students.</p> | <p>Nikhil Kawlra made the motion. Second: Justin Harlan The motion carried. Aye: Lindsay, Michael, Justin, Rick, Annabel, Amber, Nicole, David</p> |
| XI | | New Business | <p>Board Chair Sarah Jane Gillett noted that there was no new business to discuss.</p> | |



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| XII | | Adjournment | Board Chair Sarah Jane Gillett asked for a motion to approve the agenda. | Rick Huck made the motion. Second: David Poarch The motion carried. Aye: Lindsay, Michael, Justin, Rick, Annabel, Amber, Nicole, David |
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DEVELOPMENT COMMITTEE REPORT

1. Power Breakfast for Dinner- September 18th
 - a. Thank you!
 - b. Received \$10,000 from Zarrow Family Foundation.
 - c. Received \$15,000 from ARVEST Foundation (thanks, Rick!)
 - d. Approximately \$20000 in table purchases, approximately \$4000 made night of (Nikhil is tabulating exact numbers).
2. Outstanding Requests
 - a. Proposal submitted to Frank Foundation for \$15,000 for general operating expenses.
 - b. Proposal submitted to TAUW for TLI.
 - c. Joe Craft - \$5,000
 - d. Williams Companies Foundation - \$25,000
3. Follow up/upcoming solicitation:
 - a. Ross Group
 - b. Various Individuals
 - c. Temple Foundation application for TLI funding
4. Year-end contribution letter will be mailed in November.
5. Plan to work with Alvin to contact Tulsa Community Foundation to identify TCF donors that support education.
6. Next Tour: September 27, 2018 (Next Thursday)
7. Other Fundraising Efforts
 - a. CLSFF and GKFF both have confirmed support (100K each).
 - b. Received Walton Family Foundation Grant for TLI (218K).



ACADEMIC PERFORMANCE COMMITTEE REPORT

Academic Performance Committee Meeting Minutes for August 2nd

- Academic Dashboard
- Deep Dive (DD) for September: Attendance and Enrollment
 - Total Enrollment: 248 (had 251 at start of month)
 - Attendance Goal: >95%
 - Tardies/Early Dismissal Goal: <8%

| <u>Date</u> | <u>Absences</u> | <u>% Present</u> |
|----------------|-----------------|------------------|
| 8/16/2018 | 15 | 93.93% |
| 8/17/2018 | 12 | 95.14% |
| 8/19/2018 | 1 | 99.60% |
| 8/20/2018 | 8 | 96.76% |
| 8/21/2018 | 6 | 97.57% |
| 8/22/2018 | 7 | 97.17% |
| 8/23/2018 | 3 | 98.79% |
| 8/24/2018 | 14 | 94.33% |
| 8/27/2018 | 8 | 96.76% |
| 8/28/2018 | 14 | 94.33% |
| 8/29/2018 | 7 | 97.17% |
| 8/30/2018 | 10 | 95.95% |
| 8/31/2018 | 9 | 96.36% |
| 9/4/2018 | 22 | 91.09% |
| 9/5/2018 | 15 | 93.93% |
| 9/6/2018 | 12 | 95.14% |
| 9/7/2018 | 25 | 89.88% |
| 9/9/2018 | 9 | 96.36% |
| 9/10/2018 | 16 | 93.52% |
| 9/11/2018 | 14 | 94.33% |
| 9/12/2018 | 13 | 94.74% |
| 9/13/2018 | 18 | 92.71% |
| AVERAGE | 11.73 | 95.25% |

| <u>Date</u> | <u>Tardies/Early Dismissals</u> | <u>% T/ED</u> |
|----------------|---------------------------------|---------------|
| 8/16/2018 | 3 | 1.21% |
| 8/17/2018 | 4 | 1.62% |
| 8/19/2018 | 1 | 0.40% |
| 8/20/2018 | 8 | 3.24% |
| 8/21/2018 | 4 | 1.62% |
| 8/22/2018 | 6 | 2.43% |
| 8/23/2018 | 0 | 0.00% |
| 8/24/2018 | 6 | 2.43% |
| 8/27/2018 | 19 | 7.69% |
| 8/28/2018 | 12 | 4.86% |
| 8/29/2018 | 9 | 3.64% |
| 8/30/2018 | 15 | 6.07% |
| 8/31/2018 | 14 | 5.67% |
| 9/4/2018 | 11 | 4.45% |
| 9/5/2018 | 14 | 5.67% |
| 9/6/2018 | 18 | 7.29% |
| 9/7/2018 | 6 | 2.43% |
| 9/9/2018 | 9 | 3.64% |
| 9/10/2018 | 15 | 6.07% |
| 9/11/2018 | 7 | 2.83% |
| 9/12/2018 | 8 | 3.24% |
| 9/13/2018 | 9 | 3.64% |
| AVERAGE | 9.00 | 3.64% |



MARKETING COMMITTEE REPORT

Discussed Marketing of Charter Expansion

1. Targeting CAP, EduCare, and day cares to speak directly to families with 3 and 4 year old students
 - a. STEM Nights with activities for students/presentation on STEM for parents
 - b. Working with Tulsa Regional STEM Alliance for programming
 - c. Materials available on site (CAP is friendly with other charters)
2. Targeting like-minded organizations and community groups to work with
 - a. Libraries (hosting activities for families, leaving materials)
 - b. Churches (especially those without day cares/schools)
 - c. Fab Lab (mobile fab lab)
3. Mass marketing
 - a. Need to identify costs for:
 - i. Radio
 - ii. Billboards
 - b. TV/newspaper stories about our expansion
 - c. Social media campaign
4. Meeting with current families to learn more about what compelled them to apply and encourage them to support our application
5. Petition to show support

Goals of:

- 200 signatures of parents attesting their desire to see this school open
- 240 total applicants for 120 seats



HEAD OF SCHOOL REPORT

1. Enrollment: 248(!) – added 5 students, lost 4
 - a. Making one last push by meeting with parents, asking TSAS to send flyers to their waitlist
2. Updates on Expansion Request
 - a. Charter document due in October (can add community support)
 - b. Met with TPS to discuss potential partnership route – hurdles remain
 - c. TPS will provide more clarity on facilities options in early/mid-October
 - d. Nikhil traveled to Nashville to study an excellent elementary school
3. Updates on Teacher Payment
 - a. Task force met on August 31 to provide Nikhil input/feedback
 - b. Task force met again on September 13 so Nikhil could present roll-out to staff and get feedback
 - c. Nikhil will roll out plan to staff last week of September