



COLLEGIATE HALL CHARTER SCHOOL

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

OCTOBER 16, 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	4 min.	Consent Agenda	Sarah Jane Gillett	*September Meeting Minutes *August Encumbrance Register *September Encumbrance Register *Purchase Order Register
V	2 min.	Board Chair Report	Sarah Jane Gillett	
VI	5 min.	Approval of 2018-2019 Estimate of Needs	CB Rowan	School District 2018-2019 Estimate of Needs
VII	15 min.	Presentation of Monthly Financials	CB Rowan Nikhil Kawlra	September Financial Report Updated Budget Tracker 10/10
VIII	10 min.	Development Update	David Poarch	Fundraiser Results Timing of 2019 Fundraiser Outstanding Grant Requests
IX	5 min.	Governance Update	Governance Committee member on behalf of Justin Harlan	School Leader Evaluation Board Policies Board Recruiting
X	8 min.	Academic Performance Report	Carlo Agapito	Dashboard, MAP Data
XI	5 min.	Update on Teaching & Leading Initiative of Oklahoma	Jo Lein	
XII	10 min.	Update on Charter Expansion Request	Nikhil Kawlra	Timeline for Charter Expansion
XIII	10 min.	Head of School Report	Nikhil Kawlra	Teacher/Staff Raises Incentive Compensation Task Force Compassionate Medical Leave Policy
XIV	10 min.	Executive Session – Personnel Matters	Governance Committee	*Agreement between Collegiate Hall & Nikhil Kawlra



			member on behalf of Justin Harlan	
XV	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>
XVI	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 | SEPTEMBER 25, 2018

Meeting Minutes

Directors Attending: David Poarch, Rick Huck, Carlo Agapito, Justin Harlan, CB Rowan, Amber Masters, Annabel Jones, Michael DuPont, Sarah Jane Gillett, Nikhil Kawlra (non-voting member)

Directors Absent: Lyn Entzeroth, Nicole Morgan, Lindsay Bennefield

Other Attendees: Nathalia Takabatake, Joanna Lein

Board Packet Emailed in Advance:

- Board Agenda with Committee Reports
- September Finance Report
- September Encumbrance Report
- September Purchase Order Report
- Academic Dashboard

	Time	Item	Note	Voting Record
I	2 min.	Welcome		
II	2 min.	Approval of Agenda	Meeting is the same as was emailed previously (no adjustments).	First: AJ Second: CB Aye: DP, RH, CA, JH, AJ, MD, SJ Nay: None
III	2 min.	Public Comments Comments on Items on the agenda Comments on items not on the agenda	No members of the public attended the meeting.	
IV	2 min.	Approval of Previous Meeting's Minutes	Have updated how we are doing meeting minutes to be more robust, as directed by our auditors, and to better reflect the discussion and conversations we have.	First: JH Second: CA Aye: DP, RH, CB, AM, AJ, MD, SJ Nay: None
V	5 min.	Board Chair Report	Thank you again for a great event – special thank you to David and the development committee and to	First: RH Second: AJ Aye: DP, CA, JH, CB, AM, MD, SJ Nay: None



			<p>Justin for stepping in as emcee.</p> <p>Consent agenda was presented last time, voting this time. Minutes, purchase orders/contracts under \$5,000 will be on the consent agenda moving forward.</p> <p>Adding a timed agenda to make sure the board is discussing matters of substance.</p> <p>Still want to develop a board calendar with a timeline for each committee. Would love all committees/chairs to work on this in the next couple weeks.</p>	
VI	5 min.	Presentation of Monthly Financials	<p>Working on timing with Jay to ensure we have this ready for the 2nd Monday of every month by noon. Current financials look good.</p>	
VII	2 min.	Encumbrance Register Approval	<p>Encumbrance registers presented were not specific to August, as typically presented. Nikhil will reach back out to Jay Jenkins to get the corrected encumbrances. Vote to defer approval to October board meeting.</p>	<p>First: RH Second: DP Aye: CA, JH, CB, AM, AJ, MD, SJ</p>



VIII	2 min.	Purchase Order Approval	Refer to Purchase Order Register Document	First: RH Second: DP Aye: CA, JH, CB, AM, AJ, MD, SJ
IX	5 min.	Presentation of Monthly Financials	DUPLICATE: Refer to section VI	
X	10 min.	Academic Performance Report	<p>Presentation Dashboard for August-September and Attendance Data</p> <p>Highlighted each section of the monthly dashboard; goals may change over time, as this is the first year we have created a dashboard. Main goal is to ensure it is populated consistently so that we can start getting historical data.</p>	
XI	5 min.	Student Recruitment Update	5 students short of our updated budget (257 students) and about 20 students short of our original budget (275 students). Alvin has been working hard to get families in and keep them here, and have started thinking about marketing for the upcoming year.	
XII	5 min.	Development Committee Report	<p>Power Breakfast for Dinner raised about \$104K, which some additional grant requests out. Thank you again for a successful event.</p> <p>Additional Grant Submissions should</p>	



			get us to the \$150K goal for the year.	
XIII	10 min.	Human Resources Report	<p>Nikhil provided the PowerPoint he created to give to teachers, which he has already presented to the task force.</p> <p>Recommendation for Incentive Compensation Plan for teachers that includes the full pay raise (equal to TPS) for teachers. Discussion about whether the budget could support the pay raises; consensus that it doesn't make sense to withhold a pay raise. Vote on pay raise to be approved for teachers, pending Nikhil presenting an updated budget to the finance committee. Will vote on new budget at the October meeting.</p> <p>Revised maternity policy would provide 8 weeks paid and 12 weeks total. Paternity policy, adoption policy, family care policies of 4 weeks paid and 8 weeks total. Will need to continue to revise it, especially to include major medical illnesses, but would</p>	<p>Pay Raise Vote: First: JH Second: MD Aye: DP, RH, CA, CB, AM, AJ, SJ Nay: None</p> <p>Maternity Policy Vote: First: JH Second: CA Aye: DP, RH, CB, AM, AJ, MD, SJ Nay: None</p>



			like to get something approved for the staff member due in November. Revised maternity policy to be completed by 02/2019.	
XIV	15 min.	TLI Report & Agreement Approvals	<p>Advisory Board Update Agreement with The Mine: Voted/Approved;</p> <p>Discussed the need to decide business model and what teacher support will look like; will be working with The Mine, through OU, to develop his business plan. Will push the date of completion back to May (when the Mine Fellows present).</p> <p>Have already learned some lessons (e.g. there's a desire for professional development on how to coach principals/teacher coaches). Will be working on this in the coming weeks for a potential roll out this summer.</p> <p>Proposed Agreement with Broken Arrow Public Schools: Voted/Approved; discussed adding # of</p>	<p>Agreement with The Mine First: SJ Second: AJ Aye: DP, RH, CA, JH, CB, AM, MD Nay: None</p> <p>Agreement with Broken Arrow First: SJ Second: CA Aye: DP, RH, JH, CB, AM, AJ, MD Nay: None</p>



			trainees in the agreement.	
XV	15 min.	Charter Expansion Task Force	<p>Facilities position has been shared with TPS – if we can't be in a single building, preference is for Marshall and Remington, then Marshall and Wright.</p> <p>Nikhil and the task force have come to the conclusion that starting with a planning year would be most helpful; will be better for start-up funding, hiring the right school leader, hiring staff, recruiting students. Nikhil will follow up with the district to ensure this will work for them.</p> <p>Big push will be marketing. Need to collect signatures and Nikhil passed around sheet with sign ups to collect letters of support. Nikhil is working with the Marketing Team to get this done and will be connecting with CAP/EduCare to present directly to families.</p> <p>Nikhil will continue to work with the task force and the district to submit the actual</p>	



			application in a timely fashion.	
XVI	2 min.	New Business	None	
XVII	2 min.	Adjournment	Next Board Meeting Scheduled for 10/16/18 at 5 PM at Collegiate Hall	First: AJ Second: JH Aye: DP, CA, JH, CB, AM, AJ, MD, SJ Nay: None Abstain: RH



DEVELOPMENT COMMITTEE REPORT

Development Committee Report

Power Breakfast event successful: Total raised through dinner and donations \$109,317.00

Revenues: \$109,317

Expenses: \$7,876.20

Net: \$101,440.80

We have outstanding requests to:

1. Frank Foundation - \$15,000
2. Flint Foundation - \$15,000
3. Williams Companies Foundation - \$25,000

Follow up solicitation: Ross Group, various individuals. Temple Foundation application for TLI funding (\$15,000).

Year-end contribution letter will be mailed in November.

Plan to work with Alvin to contact Tulsa Community Foundation to identify TCF donors that support education.

Next Tour: Arranging a tour next week for Jim Bertelsmeyer



ACADEMIC PERFORMANCE COMMITTEE REPORT

Dashboard attached:

- Adjusted goals for mastery in each subject (now set for year)
- Will add two columns to each culture section:
 - o Percent of students with 5 or more referrals per week (goal: <8%)
 - o Percent of students with 1 or fewer referrals per week (goal: >80%)
- Deep Dive: Beginning of year MAP data



FINANCE COMMITTEE REPORT

Finance Committee Meeting Minutes, October 8, 2018

1. Encumbrances – Changes from Prior Month
2. Purchase Order Register Updates and Changes
3. Financial Statements for September 2018
4. Budget Updating for 2018/ 2019
 - a. Impact of Teacher Raise
 - i. Source of Funding tied to Student Head Count @ \$300/student
 1. Funding Should match Teacher Raises
 2. No funds for Administration
 - b. Funding Update vs Plan
 - c. Revised Forecast based on updated HC and Fund Raising
 - d. Estimate of Needs Sign Off by Board – Based on Previously Approved Budget



HEAD OF SCHOOL REPORT

1. Enrollment: 251 final number
2. Updates on charter expansion:
 - a. Application is due October 26. Will be meeting with the task force on 10/22 to review the document.
 - b. We can take a planning year! They're planning for a 5 year request, the planning year would not eat into those 5 years (i.e. planning year 2019-2020, school opens 2020-2021).
 - c. Facilities options are becoming clearer:
 - i. It looks like they're going to push for us to split between Marshall and Wright. Becky cited two reasons for the split: 1) they don't want to remove a neighborhood option for students/families that don't want to sign up for Collegiate Hall and 2) the PR/politics around closing a school and giving it to a charter are not great.
 - ii. Becky did say that the district is going to be doing their own facilities/school review and may end up needing to consolidate some schools given their current enrollment; if they do, Becky indicated that it might open up a facility or two.
 - iii. Kayla Robinson, the ILD (principal supervisor) over both Marshall and Wright, would prefer the two schools be consolidated and we get one building and TPS keeps the other.
 - iv. Remington is off the table – Becky wasn't sure why, but said she was told it's a non-starter.
 - d. Tulsa Honor Academy is going to work with the Walton Family Foundation to buy the former Toys R Us facility across from Eastgate Metroplex (on the northwest corner of E 21st St. and S 145th St.). To my knowledge, WFF is providing financing such that the school pays 12% of their state aid toward the facility, and ultimately ends up owning the building.
 - e. Becky is going to review the document the weekend of November 2, present it to the board on November 5, and wants to push for a final approval by November 19. The urgency is around Cindy Decker leaving the TPS board in December, and they'd like to get the vote done before she leaves given the unknown of who will replace her.
3. Updates on Teacher Raises
 - a. Current plan is to match the raise that TPS has given for the current year. Current best thinking is that leader raises will be determined at end of year as bonuses based on cash on hand.
 - b. Nikhil to present an updated budget to the Finance Committee – will need a full discussion about fundraising.
4. Estimate of Needs to be signed.
5. Workers Compensation insurance coverage lapse during 2017-2018.