



**COLLEGIATE HALL CHARTER SCHOOL**  
**BOARD MEETING | MARSHALL ELEMENTARY SCHOOL**  
**SEPTEMBER 11, 2017 | 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	Academic Achievement Committee Report	Academic Committee Chair	Academic Report Provided
VI	Finance Committee Report	Finance Committee Chair	
	Review of August Report	Finance Committee Chair	August Report Provided
	VOTE Review of Contracts	Finance Committee Chair	Transportation Update Provided
	VOTE Encumbrance Register Approval	Finance Committee Chair	Encumbrance Register Provided
VII	Development Committee Report	Development Committee Chair	To be provided at meeting
VIII	Head of School Report	Nikhil Kawtra	Head of School Report Provided
IX	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>
X	Adjournment	Board Chair	Adjournment



# COLLEGIATE HALL CHARTER SCHOOL

## AUGUST MEETING MINUTES

Attendees: Justin Harlan, Sarah Jane Gillett, Rick Huck, Jo Lein, David Poarch, Carlo Agapito

Action	Item	Notes	Voting Record
I	Welcome		
II	VOTE Approval of Agenda		Motioned: Sarah Jane Gillett Second: David Poarch Ayes: JH, RH, SJG, JL, DP, CA Nays: n/a
III	VOTE Approval of Previous Meeting's Minutes		Motioned: Sarah Jane Gillett Second: David Poarch Ayes: JH, RH, SJG, JL, DP, CA Nays: n/a
IV	Public Comments		
V	Academic Achievement Committee Report		Calendar presented, will educate the board on each metric this year
VI	Finance Committee Report		
	VOTE Review of Contracts		Motioned: Finance Committee Ayes: JH, RH, SJG, JL, DP, CA Nays: n/a
	VOTE Approval of Salaries		Motioned: Finance Committee Ayes: JH, RH, SJG, JL, DP, CA Nays: n/a
	VOTE Encumbrance Register Approval		Motioned: Finance Committee



				Ayes: JH, RH, SJG, JL, DP, CA Nays: n/a
VII		Development Committee Report		
VIII		Head of School Report	Nikhil presented 3-5 year plan	Nikhil has green light to begin discussions re: facility, keeping Justin and others in the loop
IX		New Business		
X		Adjournment		Motioned: Justin Harlan Second: David Poarch Ayes: JH, RH, SJG, JL, DP, CA Nays: n/a

*Justin Harlan*  
*Nikhil*  
*David Poarch*  
*CA*  
*Rich Hall*

*Justin Harlan*

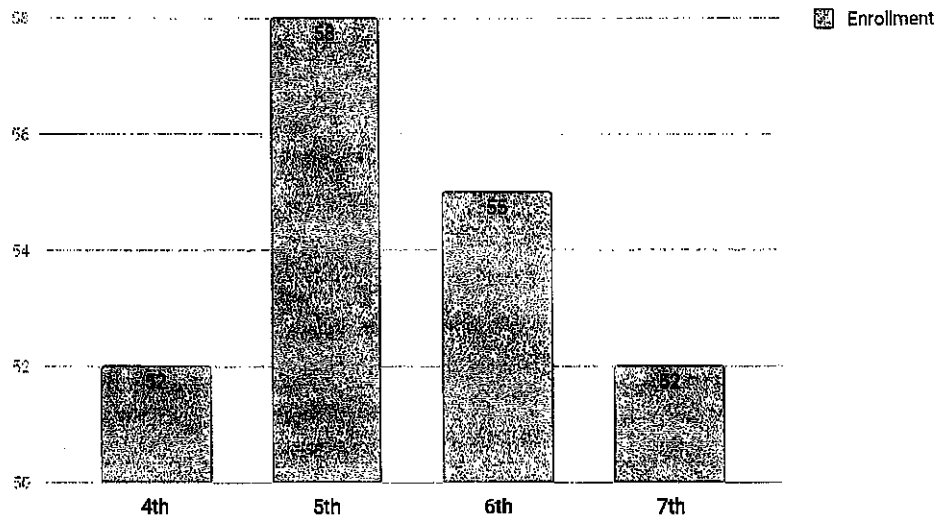


## September 2017 Academic Achievement Committee Report

At the time of this data collection (September 5, 2017), Collegiate Hall was in school for 15 days. This data represents a snapshot of this data at the time of collection.

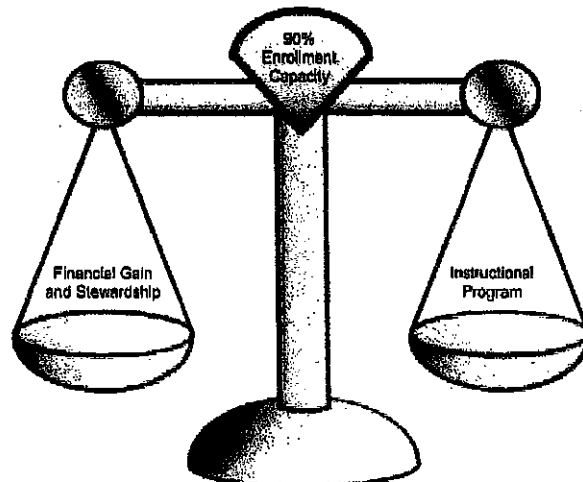
### Enrollment

Enrollment



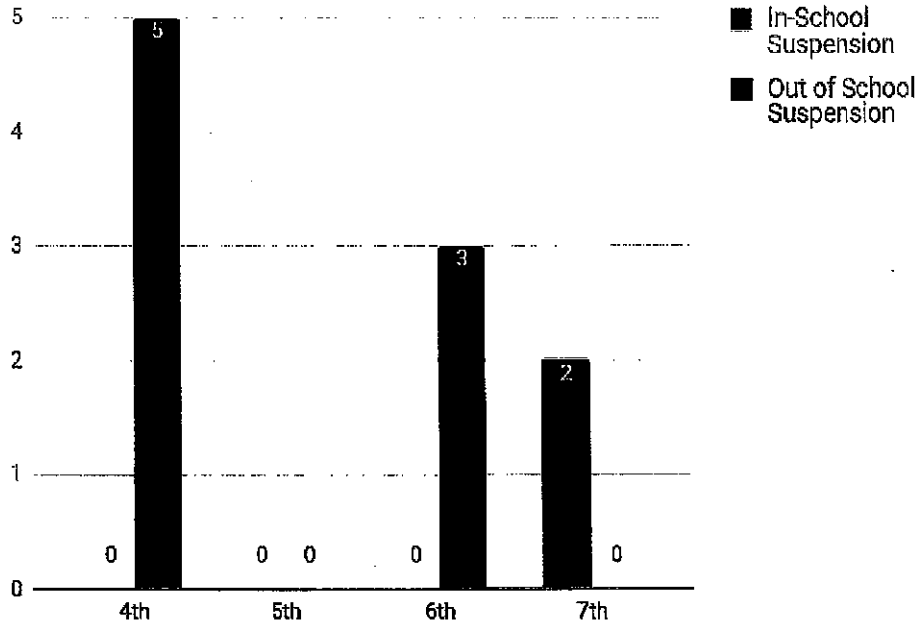
### Enrollment Explanation

The target enrollment capacity is 92% of enrollment capacity (240 students), which is a total of 220 students. If you break this down by grade level, this is approximately 54-56 students per grade divided into two sections. This means that there would be class sizes around 30/25 (30 students in the higher achieving class, the 25 students in the class that requires more support). Exceeding this amount of students would mean compromising the instructional program.





## Discipline



### *Discipline Explanation*

As we discussed at previous board meetings, the approach to discipline for our 7th (and 8th) graders looks different than the younger students. This year, the students have some more flexibility in their expectations (they can walk between classes independently, use the restroom in the morning without permissions, etc.) and most students have risen to these expectations because of their previous experience adapting to the culture of the school. However, two students in the 7th grade struggled with this flexibility (minor bodily interaction) and received in-school suspension. These students received in-school suspension (as opposed to out of school suspension) because of the need to ensure that students have solid records when applying to high schools. In contrast, the younger students receive out of school suspension for infractions to help students adjust to the expectations of the school and prevent future issues. We use "restorative practices" to help the students learn how to properly behave to best support their learning and social goals.

**Coming Next Month:** Initial MAP Data (Reading, Math, and Science), discipline, attendance, and grade data



## **September 2017 Finance Committee Report**

Minutes for Finance Committee Meeting, September 6, 2017

### **1. Review Financials**

FY ending June 2016: State Aid revenues came in less than budgeted. Nikhil is going to ask Jay Jenkins for explanation. Revenues came in less than expected, with part due to less revenue from fundraising dinner and less in state aid. Expenses were 6% less than budget, but we plan to verify some of the category expenses listed on the financial reports versus our budgeted levels.

### **2. Review Encumbrances/Warrants**

Nothing out of ordinary. Nikhil will ask Jay Jenkins if project, function, and object codes can be added to the Encumbrances report.

### **3. Review any contracts for renewal/approval**

#### **a. Retirement Plan**

Nikhil is going to verify that current provider provides all recordkeeping and administration for the plan, including tax return filing.

### **4. Policy on Staff Raises**

Committee agrees that Nikhil should have the flexibility to award raises to staff within a range of 1%-5%. Nikhil's increase will be subject to recommendation from Governance Committee and Board President after his annual performance review.

### **5. Policy on outstanding checks**

Committee agrees that one year is too long to allow checks to remain outstanding. We need to ask our BOK banker about their recommendation for a policy. We need to have a procedure in place to track when duplicate checks have been issued for lost checks.



## HEAD OF SCHOOL REPORT

SEPTEMBER 2017

- **Enrollment Update**
  - Total Students Unenrolled in August: 0
  - Finishing Up Enrollment for 2017-2018 (have desks now and are currently inviting kids)
- **Staffing Update**
  - Would like to add one more person (math, SpEd, or Dean)
  - Update on Dean of Students
- **First Month Updates**
  - Culture week was a success, now into the first month of school
  - Initial MAP testing is complete
  - August paycheck average: \$72.09
- **Fall Accreditation Audit coming up October 13**
- **Development/Community Update**
  - Checks from GKFF, CLSFF, QT, Zarrow, and Cox are in!
  - Hosted CB Rowan (CFO at BlueStone) – would love to have more people in
  - PR from Channel 2, Channel 6, and Good Day Tulsa
  - Took Part in Tulsa Raft Race!
- **Facility**
  - Met with OPSRC/Walton about Unitranche Program
  - Meeting with Mark Modrcin on September 28
  - Meeting requested with Suzanne Schrieber

