



COLLEGIATE HALL CHARTER SCHOOL
BOARD MEETING | MARSHALL ELEMENTARY SCHOOL
DECEMBER 11, 2017 | 4:30 PM – 6:00 PM
AGENDA

Action	Item	Lead	Materials
I	Welcome	Board Chair	
II	VOTE Approval of Agenda	Chair	Moved Governance to End of Meeting
III	VOTE Approval of Previous Meeting's Minutes	Chair	Added Board Members to Attendees List
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	Governance Report Provided
	VOTE Updated Committee Goals	Governance Committee Chair	
	Executive Session: Head of School Evaluation	Governance Committee Chair	
VI	Academic Achievement Committee Report	Academic Committee Chair	Academic Report Provided
VII	Finance Committee Report	Finance Committee Chair	
	Review of November Report	Finance Committee Chair	November(!) Report Provided
	VOTE Review of Contracts	Finance Committee Chair	Edmentum Contract, Smart Choice Contract
	VOTE Encumbrance Register Approval	Finance Committee Chair	Encumbrance Register Provided
	VOTE Opening Second Bank Account	Finance Committee Chair	
VIII	Development Committee Report	Development Committee Chair	To be provided at meeting
IX	Head of School Report	Nikhil Kawlra	Head of School Report Provided
X	New Business	Board Chair	<i>Note: This business is, in accordance with Oklahoma Statutes Title 5</i>



				<i>§ 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>
XI		Adjournment	Board Chair	Adjournment



COLLEGIATE HALL CHARTER SCHOOL

NOVEMBER MEETING MINUTES

Attendees: Justin Harlan, Sarah Jane Gillett, Rick Huck, David Poarch, Carlo Agapito, Lyn Entzeroth, Nicole Morgan, CB Rowan

Action	Item	Notes	Voting Record
I	Welcome		
II	VOTE Approval of Agenda		First: JH Second: LE AYE – SJ, RH, DP, CA, NM,CR Nay - None
III	VOTE Approval of Previous Meeting's Minutes		First: JH Second: RH AYE – SJ, LE, DP, CA, NM,CR Nay - None
IV	Public Comments		
V	Governance Committee Report		
VI	Academic Achievement Committee Report	Focus groups identified areas of strengths and burdens	
VII	Finance Committee Report	Nikhil to determine which outstanding payments need to be cancelled (void)	
	VOTE Encumbrance Register Approval		First: JH Second: LE AYE – SJ, RH, DP, CA, NM,CR Nay - None
VIII	Development Committee Report	Nikhil to provide a list of unresponsive invoices from the fundraising dinner.	
IX	Head of School Report		
	VOTE Approval of Funding Requests from HoS		AYE – AYE – SJ, RH, DP, CA, NM,CR, JH, LE Nay - None



X		New Business	Motioned Nikhil to write a charter for K-8 (or PreK-8) by 3/1/2018	First: JH Second: LE AYE – SJ, RH, DP, CA, NM, CR Nay - None
XI		Adjournment		First: JH Second: LE AYE – SJ, RH, DP, CA, NM, CR Nay - None

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Sveah Pineault



December 2017 Governance Committee Report

To: Collegiate Hall Board of Directors
From: Lyn Entzeroth, Chair Governance Committee
Date: December 5, 2017
Re: Governance Committee December 2017 Report

The Governance Committee met on December 4, 2017. Present at the meeting were myself, Sarah Jane Gillett and Justin Harlan. After discussion the Committee decided to make two recommendations:

1. Recommend that the Governance Committee, with input from Nikhil, revise the job description for Head of School to reflect more accurately the current work and responsibilities for the school leader. The original job description was crafted before Collegiate Hall opened and after 2+ years of operation, the Committee thought revision would be appropriate.
2. Recommend that the Head of School evaluation be revised to track more closely to the Head of School job description. The Governance Committee will seek input from Nikhil on this evaluation to assure it is meaningful and effective.

The Governance Committee also discussed salary increases and/or bonus for the Head of School. This issue will be discussed in Executive Session.

Finally, the Governance Committee is beginning the process of soliciting and vetting two to three future board members. The areas of expertise and support that are in the greatest demand are development and academic achievement. Board members are encouraged to provide the names of potential candidates to the Governance Committee (Sarah Jane, Justin, or Lyn).



December 2017 Academic Achievement Committee Report

This report includes:

- 1) Attendance
- 2) Discipline
- 3) A Full Analysis of OSTP (Oklahoma State Testing Program) Results

Attendance

- Average 7 absences/day (including suspensions)
- Approximately 96.45% attendance (Goal = 94% or above for state purposes)

Discipline

Average Paycheck to Date: \$85.80 (inflated slightly by final exams)

- Reported Average Paycheck in October: \$74.51
- Average Paycheck at this Time Last Year: \$78.46

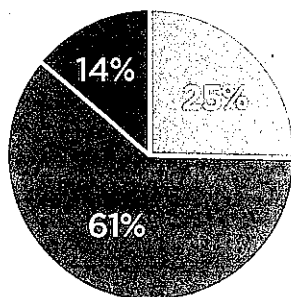
OSTP Results

Statewide proficiency rates “dropped.” But, it is actually inappropriate to compare. I will even go as far to say that it is not like “comparing apples and oranges.” It is more like comparing an apple and a Hershey’s bar. We cannot go back to previous proficiency rates and see that our kids are somehow less than before.

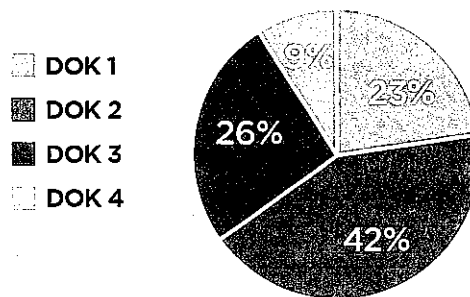
The reason that these results are the way that they are:

- 1) We have entirely new standards
- 2) The breakdown of the test is quite different. For example, ELA standard alone:

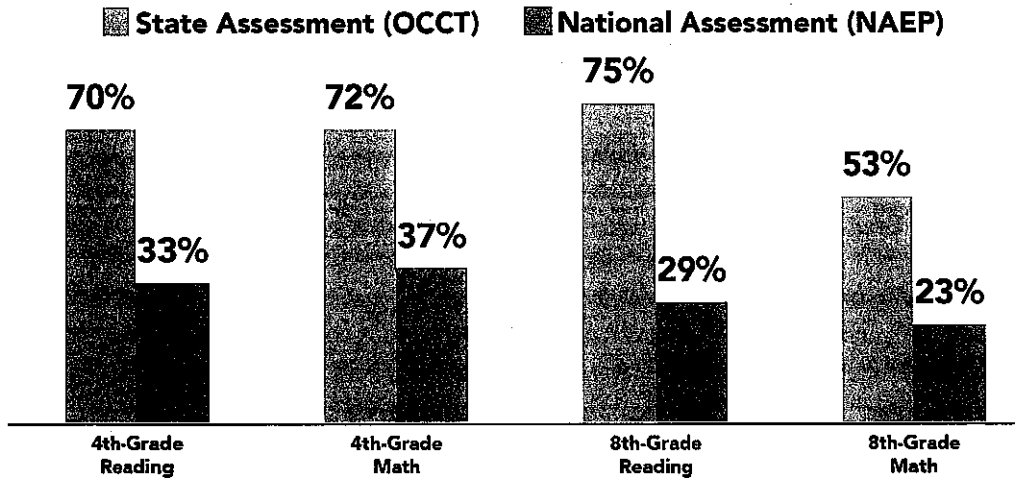
Old PASS



New OAS



- 3) We needed to better align with national standards.



We have work to do. There is no doubt that we are going to need to really look at this information closely and determine how to proceed. It will be clear that we will have areas that we will need to consider instructionally. That is the point of testing - it is a way for us to consistently improve. You will notice the data below that shows a picture of how many of our students were proficient or above on each of the tests. As you look at this data, consider:

- 1) How do we compare to the state averages? To area schools? Are we providing an equitable education for our students?
- 2) What trends do you notice in subject areas across the spectrum?

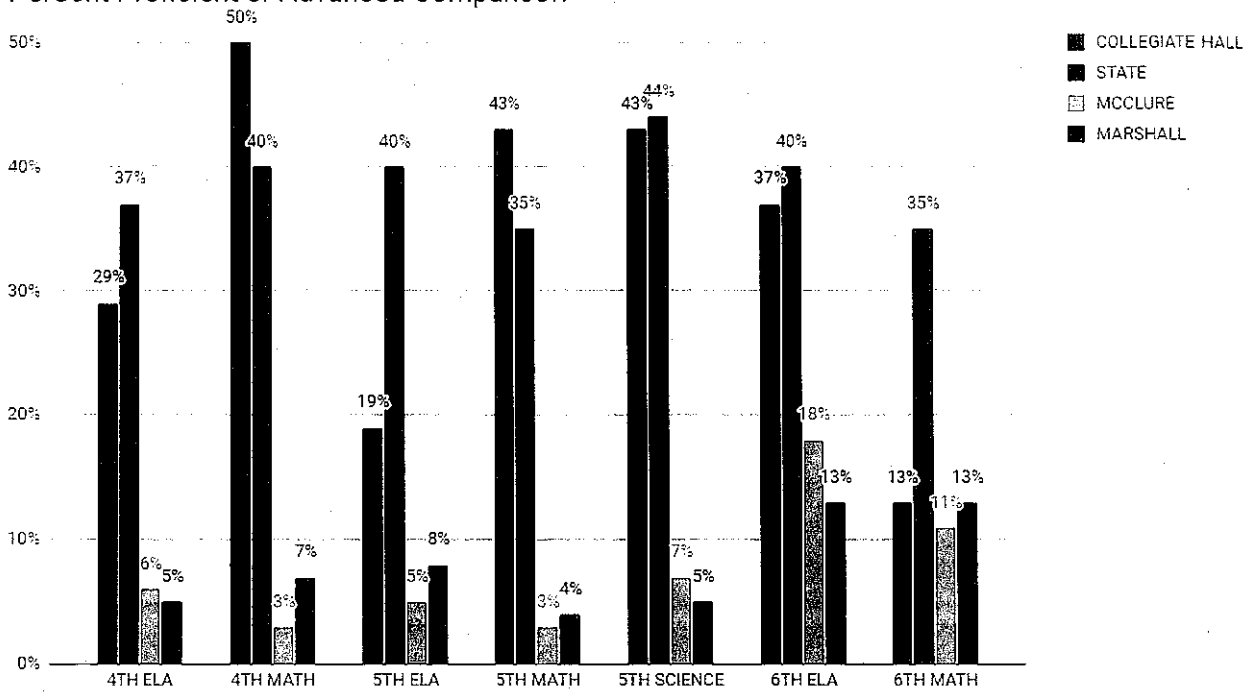
Percent Proficient or Advanced

	COLLEGIATE HALL	STATE	MCCLURE	MARSHALL
4TH ELA	29%	37%	6%	5%
4TH MATH	19%	40%	1%	7%
5TH ELA	19%	40%	5%	8%
5TH MATH	13%	35%	1%	1%
5TH SCIENCE	13%	44%	7%	5%
6TH ELA	37%	40%	18%	13%
6TH MATH	13%	35%	11%	13%

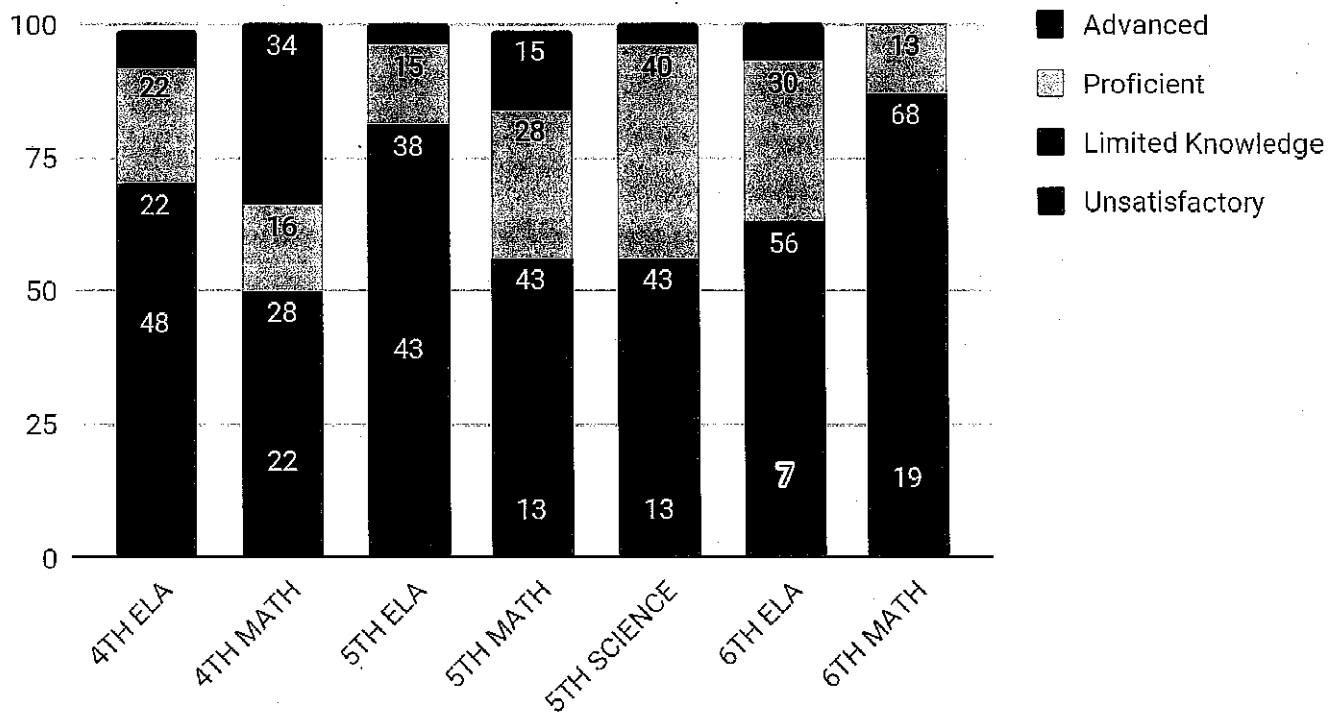
Above State Average	Close to/At State Average	Below State Average
4th Math 5th Math	5th Science 6th ELA	4th ELA 5th ELA 6th Math



Percent Proficient or Advanced Comparison



Percent of Students in Each Proficiency Band





For Subjects Below State Average:

4th ELA	The number of children scoring unsatisfactory is concerning, of course. We know that our students are coming into the school significantly behind in reading and the testing results indicate that struggle.
5th ELA	Same trend is true for 5th grade ELA but we have more kids in the limited knowledge band so we are growing more kids to be reading on grade level.
6th Math	Notice the number of students in the limited knowledge band. This indicates that we have a number of students that are on the cusp of proficiency and we hope to see improvement in the 7th grade results. We also know the math content becomes more abstract into the 6th grade, which means that many students struggled with some conceptual knowledge to apply in the abstract during this school year.

Coming Next Month: Attendance and culture deep dive



December 2017 Finance Committee Report

Minutes for Finance Committee Meeting, December 8, 2017

1. Review Financials -strong cash position. Received higher federal reimbursement than expended so far. Expenditures right on target for 33% completion of the school year.
2. Encumbrances/Warrants -Nothing unusual for encumbrances. Still warrants outstanding from previous school year, most likely will be reversed.
3. Fundraising update – received \$10,000 from Frank Foundation that will put us on target for donations this year.
4. Audit Findings – tougher auditor this year
 - a. Board minutes approval -signed by all board members
 - b. Purchase Order approvals
 - c. Travel expenditures itemized
 - d. Proof of attendance at staff meals and conferences – signed receipts
5. Amazon reimbursement program – Smile -Nikhil is looking into this.
6. Need to approve \$2,500 expenditure of online charter school applications through OPSRC.
7. Move to approve \$4,000 expenditure for Exact Path, online individual learning program.



HEAD OF SCHOOL REPORT

DECEMBER 2017

- Enrollment Update
 - Total Students Unenrolled in December: 2
 - AS – transportation/behavior
 - LL – behavior
 - Starting 2017-2018 Student Recruitment (attended block party at Johnson Park, Education Expo at Greenwood Cultural Center)
- Culture Updates
 - Parent Teacher Conferences: 85% attendance night of; 97% attendance w/in one week (6 outstanding conferences – will require home visits)
 - Incentive Trip to Movies + Cici's Pizza: 184 students qualified (19 did not)
 - Upcoming individual incentives – board participation?
- Staffing Update
 - Have posted job descriptions for Math Specialist, Operations/Culture Associate, and Special Education Teacher
 - Have posted job on our website, OPSRC, in TFA's blast, with colleges
 - Improvement Plans for Staff
- Adult Culture Update
 - Change in Schedule (already changed, additional provided)
 - Formalizing Feedback
 - Evaluation Document
 - One-on-ones (NT – December, NK – January)
 - Formal Evals (February)
 - Resources/Time
 - Summit (for teachers)
 - Edmentum (for students)
 - Planning
 - 30 minute blocks
 - Lesson planning clinics
- Development/Community Update
 - Frank Foundation is in!
 - 150K grant with Walton Family Foundation was finalized by Walton and sent to Jim Walton for approval
 - Tours
 - Cecilia Wessinger and Scott Phillips (Civic Ninjas)
 - Kathy Seibold (IMPACT Tulsa)
 - Tim Newton (DREAM Center/Drexel Academy)
 - Brooke Myers (Together Tulsa)
- Miscellaneous Updates



- TPS Data Sharing Agreements
- Facility – trailer, will meet with Andrea in the coming weeks
- Meeting with Devin Fletcher (TPS) and Ben Stewart on 12/13
- Sent outstanding invoices a second time; have sent letters for receipts
- Board Meeting Dates for 2018 to County Clerk
- One-on-ones
 - Would love to schedule a one-on-one with everyone in January. Would love to get on your calendar before we leave today!