



# COLLEGIATE HALL CHARTER SCHOOL

**BOARD MEETING | MARSHALL ELEMENTARY 1142 EAST 56<sup>TH</sup> STREET, TULSA, OK 74105**

**AUGUST 21, 2018 | 4:30 PM – 6:00 PM**

## AGENDA

	Action	Item	Lead	Materials
I		Welcome	Sarah Jane Gillett	
II	VOTE	Approval of Agenda	Sarah Jane Gillett	Agenda
III	VOTE	Approval of Previous Meeting's Minutes	Sarah Jane Gillett	Minutes
IV		Public Comments 1. Comments on Items on the agenda 2. Comments on items not on the agenda	Sarah Jane Gillett	
V		Governance Committee Report	Justin Harlan	
VI		Presentation of Monthly Financials	CB Rowan	July Monthly Financial Report
	VOTE	Encumbrance Register Approval	CB Rowan	Encumbrance Register
VII		Discussion of Parliamentary Procedure	Sarah Jane Gillett	
VIII		Academic Achievement Report	Carlo Agapito	Sample Dashboard
IX		Breakfast for Dinner Event	David Poarch	
X		Student Recruitment Update	Nikhil Kawlra	
		TLI Report	Jo Lein	
	VOTE	Open Purchase Orders	Nikhil Kawlra	
	VOTE	Contract with OPSRC	Nikhil Kawlra	
	VOTE	Contract with Claire Winterrowd		
XI		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>
XII		Adjournment	Sarah Jane Gillett	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	



# MEETING MINUTES – JULY 2018

**SPECIAL BOARD MEETING | 233 S DETROIT AVE. #100 | TULSA, OK 74120**

**JULY 13, 2018 | 9:30 AM – 10:00 AM**

Attendees: Justin Harlan, Sarah Jane Gillett, Rick Huck, David Poarch, Carlo Agapito, Lyn Entzeroth, CB Rowan, Michael DuPont, Lindsay Bennefield, Amber Masters, Annabel Jones, Nikhil Kawlra

Action	Item	Notes	Voting Record
I	Welcome		
II	VOTE Approval of Agenda		First: DP Second: RH Aye: JH,SJ,CA,LE,MD,LB,AM,AJ Nays: None
III	VOTE Approval of Child Nutrition and Health Services Contracts		First: RH Second: JH Aye: DP,SJ,CA,LE,MD,LB,AM,AJ Nays: None
IV	VOTE Opening Purchase Orders		First: RH Second: AJ Aye: DP,SJ,CA,LE,MD,LB,AM,JH Nays: None
V	VOTE Teach for America Purchase Order		First: JH Second: SJ Aye: DP,CA,AJ,LE,MD,LB,RH Nays: None Recuse: Am
IX	Adjournment		First: MD Second: RH Aye: DP,SJ,CA,LE,AJ,LB,AM,JH Nays: None

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## MEETING MINUTES – JUNE 2018

**BOARD MEETING | MARSHALL ELEMENTARY 1142 EAST 56<sup>TH</sup> STREET, TULSA, OK 74105**

**JUNE 25, 2018 | 4:30 PM – 6:00 PM**

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: DP Aye: SG, RH, CA, LE, NM, CB Nays: None
III	VOTE Approval of Previous Meeting's Minutes	Deferred for July Meeting; Nikhil & Justin to combine notes	
IV	Public Comments 3. Comments on Items on the agenda 4. Comments on items not on the agenda		
V	Governance Committee Report		
	VOTE New Board Members and Slate of Officers	Voted on Slate of Officers	Aye: JH, DP, SG, RH, CA, LE, NM, CB Nays: None
	Board Retreat	Scheduled for 7/13/18 233 S. Detroit	
VI	VOTE Finance Committee Report	Voted on Payroll issue resolution	First: Finance Second: JH Aye: DP, SG, RH, CA, LE, NM, CB Nays: None
	VOTE Review of Contracts: Whetstone Education		First: JH Second: RH Aye: SG, DP, CA, LE, NM, CB Nays: None
	VOTE Review of Contracts: School Runner		First: JH Second: NM Aye: SG, DP, CA, LE, RH, CB



				Nays: None
	VOTE	Review of Contracts: MAS Gradebook		First: JH Second: RH Aye: SG, DP, CA, LE, NM, CB Nays: None
	VOTE	Review of Contracts: Insurance Proposal		First: JH Second: LE Aye: SG, DP, CA, RH, NM, CB Nays: None
	VOTE	Review of Contracts: Insurance Proposal	Investigate idea of increasing deductible	First: Finance Aye: JH, DP, SG, RH, CA, LE, NM, CB Nays: None
	VOTE	Review of Contracts: Transportation		First: Finance Aye: JH, DP, SG, RH, CA, LE, NM, CB Nays: None
	VOTE	Review of Contracts: Speech Pathologist		First: JH Second: LE Aye: SG, DP, CA, RH, NM, CB Nays: None
	VOTE	Review of Contracts: Tulsa Debate League	No Cost to Collegiate Hall	First: RH Second: JH Aye: SG, DP, CA, LE, NM, CB Nays: None
	VOTE	Encumbrance Register Approval		Aye: JH, DP, SG, RH, CA, LE, NM, CB Nays: None
VII		Head of School Report	*Nikhil to send calendar invite for Dinner on 9/18 and a new meeting invite for September Board meeting. *Nikhil to investigate creating a cross-walk between MAP AND OSTP	
VIII		New Business		



IX		Adjournment		Aye: JH, DP, SG, RH, CA, LE, NM, CB Nays: None
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## FINANCE COMMITTEE REPORT

Finance Committee Meeting Minutes, August 16, 2018

1. Encumbrances
2. Purchase Order Register
3. Financial Statements for July 2018
  - a. Added \$10,000 CD at TCF that had not been reported
  - b. Adding a "Fund 12" for Teacher Training Initiative Funds and Expenditures
  - c. Received \$149,100 Donations in July 2018
  - d. Payroll increase for start of New Fiscal Year due to expanded Grades and Programs
4. Working on an update to the Maternity Policy
5. Discussion on the Teacher Funding increase – Open discussion amongst any interested Board Members. Request for a stand-alone meeting to discuss and bring proposal to entire Board.
6. Next Meeting – Confirming schedules over the next week with Committee Members – Go Forward goal to make the meeting later in month to allow for more time for preparation and review of financials



## DEVELOPMENT COMMITTEE REPORT

Development Committee Meeting Minutes for August 6<sup>th</sup>

Attending: Lindsay, Carlo, Nikhil, Alvin & David

1. Power Breakfast for Dinner- September 18th
  - a. Working on event planning- Ben Kimbro is Honorary Chair.
  - b. Solicitation letters and email list ready to go as soon as website link is complete.
  - c. Delays from Outreach Experts caused us to use internal IT help.
  - d. Next Meeting August 27<sup>th</sup>.
2. Other Fundraising efforts
  - a. QuikTrip support for 2018-2019 confirmed. Thanks Lindsay.
  - b. Proposal submitted to Williams for \$25,000 per year over two years.
  - c. Received grant application for Temple Foundation.
  - d. Need to resubmit for Frank Foundation for this year.
  - e. Trying to arrange a meeting with Zarrow Foundation.





## ACADEMIC PERFORMANCE COMMITTEE REPORT

### Academic Performance Committee Meeting Minutes for August 2<sup>nd</sup>

- Academic Dashboard
  - Finalized
  - Nikhil to present Dashboard at the next board meeting
- Deep Dive (DD) for August
  - Goals “seem” reasonable (at the moment) and metrics are comprehensive
  - Discussed measuring teacher satisfaction/teacher retention; whether there should be a goal is yet to be determined
  - DD for August TO BE FINALIZED BY 8/16
- Proposed Goals:

#### Reading/ELA:

1. Growth Measure (MAP): Average of 1.5 years growth per grade
2. Growth Measure (MAP): A 15% increase in median percentile from beginning to end of year MAP
3. Overall Proficiency (PSAT or MAP): 90% of 8<sup>th</sup> grade students score at or above the college ready percentile on the PSAT or MAP
4. Overall Proficiency (OSTP): Collegiate Hall will score at least 15% above the state average in the percent of students scoring proficient or advanced in each tested subject area with a minimum of 50% of students scoring proficient/advanced

#### Math:

1. Growth Measure (MAP): Average of 1.5 years growth per grade
2. Growth Measure (MAP): A 15% increase in median percentile from beginning to end of year MAP
3. Overall Proficiency (PSAT or MAP): 90% of 8<sup>th</sup> grade students score at or above the college ready percentile on the PSAT or MAP
4. Overall Proficiency (OSTP): Collegiate Hall will score at least 15% above the state average in the percent of students scoring proficient or advanced in each tested subject area with a minimum of 50% of students scoring proficient/advanced

#### Science:

1. Growth Measure (MAP): Average of 1.5 years growth per grade
2. Growth Measure (MAP): A 15% increase in median percentile from beginning to end of year MAP
3. Overall Proficiency (MAP): 90% of 8<sup>th</sup> grade students score at or above the college ready percentile on MAP (need to look at whether this exists)
4. Overall Proficiency (OSTP): Collegiate Hall will score at least 15% above the state average in the percent of students scoring proficient or advanced in each tested subject area with a minimum of 50% of students scoring proficient/advanced

#### Culture:

1. Attendance: Overall attendance >95% (attendance/enrolled)
2. Tardies/Early Dismissals: Overall tardies and early dismissals <8% (tardies + early dismissals/enrolled)
3. Paychecks: Increase in average paychecks by 10% from September to May for each grade level
4. Parent Engagement: Overall RCPU attendance >95% (day of + w/in 1 week)
5. Parent Surveys: 90% Overall Satisfaction (average of all indicators)



**Sample Data Dashboard (completed)**

		Trimester									
		Goal	Average	August	September	October	November				
<b>Culture</b>	<b>Attendance (Alvin)</b>										
	% of Students Present	95%	96.525	96.8	95.6	95.8	97.9				
	% of Students Tardy/Early Dismissal	<8%	4%	3%	3%	5%	4%				
	Current Enrollment	240	216.25	220	220	213	212				
	% Attrition (YTD)	<7%	0	0	0	7	1				
	<b>Lower School Culture (Venita)</b>										
	Average Paycheck	\$75	83.3575	103.5	76.73	85.6	67.6				
	# of Referrals	<200	223	153	303	238	198	December	January	February	March
	Send Homes	<20	14.5	3	33	15	7	4	7	6	3
	<b>Upper School Culture (Stephen)</b>										
	Average Paycheck	\$80	73.775	102.2	72.3	63.6	57				
	# of Referrals	<150	156.5	107	163	167	189	December	January	February	March
	Send Homes	<5	6	3	7	6	8	7	4	2	2



## MARKETING COMMITTEE REPORT

- Four priorities for the year
  - Enrollment
  - Event
  - Brand Awareness
  - Community Outreach
- Email Mailers
  - Sent two mailers in early August
  - Resulted in 15 applications



## HEAD OF SCHOOL REPORT

1. Staffing
  - a. Staff started July 23 (fully staffed)
  - b. May have one staff member leaving (health)
2. Enrollment: 247(!) – need about 20 more students (10-15 fourth graders)
  - a. NK's and AO's full time attention
  - b. Enrollment Strategies
    - i. Door-to-Door
    - ii. Email Flyers
    - iii. Mail Flyers
    - iv. Cold Calling/Texting
    - v. Facebook Ads
    - vi. Asking Parents for Help
    - vii. Emailing TPS principals
    - viii. Emailing charter principals for access to waitlists
  - c. Need help brainstorming more strategies for recruitment
3. Updates on Teaching and Leading Initiative (Teacher Training)
  - a. Got the grant! (325K)
  - b. Held novice teacher training conference (approximately 60 attendees)
  - c. Trained teachers from Broken Arrow, Cleveland, and one teacher from Union for two weeks
  - d. Trained the whole staff at Sequoyah Middle in Broken Arrow
  - e. Submitted an RFP to work with TPS (not likely)
4. Updates on Expansion Request
  - a. Meeting on 7/25
  - b. Need to schedule a second meeting to review charter (no longer due 9/1)
  - c. Will begin community outreach as well
5. Development
  - a. Walton Grant (325K)
  - b. GKFF Grant (100K)
  - c. QuikTrip (49K)
  - d. Dinner on 9/18!
6. Academics
  - a. BES comparative data remains strong
  - b. OSTP scores remain very weak
  - c. School Performance Framework (TPS): 98/100
  - d. Going to Nashville on September 6-7 to see Social Emotional Learning (SEL) at Valor Collegiate Academies
7. Finance
  - a. Purchase Orders to Open
  - b. Contracts



- i. Claire Winterrowd - (special education testing)
  - ii. OPSRC (consulting)
8. Please review the board member packet