



COLLEGIATE HALL CHARTER SCHOOL

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

DECEMBER 18, 2018 | 4:45 PM – 6:30 PM

AGENDA

| | Time | Item | Lead | Materials/Topics |
|------|---------|---|---------------------------|---|
| I | 2 min. | Welcome | David Poarch | |
| II | 2 min. | Approval of Agenda | David Poarch | Agenda |
| III | 2 min. | Public Comments Comments on Items on the agenda Comments on items not on the agenda | David Poarch | |
| IV | 4 min. | Consent Agenda | David Poarch | *November Meeting Minutes *November Encumbrance Register *Purchase Order Register |
| V | 5 min. | Board Chair Report | David Poarch | |
| VI | 10 min. | Presentation of Monthly Financials | CB Rowan Nikhil Kawlra | November Financial Report Updated Budget Tracker (provided at meeting) |
| VII | 10 min. | Academic Performance Report | Carlo Agapito | Dashboard |
| VIII | 10 min. | Update on Teaching & Leading Initiative of Oklahoma | Nikhil Kawlra | TLI Report |
| IX | 10 min. | Charter Expansion/Facility Task Force Update | Nikhil Kawlra | Charter Expansion Timeline |
| X | 25 min. | Head of School Report | Nikhil Kawlra | High School Admission Compensation Task Force Graduation Plans State of the School |
| XI | 20 min. | Elevator Pitch Activity | Justin Harlan | |
| XII | 2 min. | New Business | David Poarch | <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> |
| XIII | 2 min. | Adjournment | David Poarch | 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

NOVEMBER 27, 2018 | 4:45 PM – 6:30 PM

AGENDA

Directors Attending: David Poarch, Rick Huck, Carlo Agopito, CB Rowan, Annabel Jones, Michael DuPont, Sarah Jane Gillett, Lindsay Bennefield, Justin Harlan, Amber Masters, Lyn Entzeroth, Nicole Morgan, Nikhil Kawlra (non-voting member)

Directors Absent: None

Other Attendees: Marissa King, Joanna Lein, Nathalia Takabatake

Board Packet Emailed in Advance:

- Board Agenda with Committee Reports
- October Finance Report
- September Encumbrance Report
- October Encumbrance Report
- October Purchase Order Register
- Outstanding Payments
- Monthly Academic Dashboard
- HR Services Agreement
- JD Young Lease Agreement

| | Time | Item | Lead | Note | Voting Record |
|-----|--------|--|--------------------|---|---|
| I | 2 min. | Welcome | Sarah Jane Gillett | Welcome to all, thank you for being here. | |
| II | 2 min. | Approval of Agenda | Sarah Jane Gillett | Meeting is the same as was emailed previously (no adjustments). | First: AJ Second: RH Aye: DP, CA, CR, MD, SJ, LB, JH, LE, NM, AM Nay: None |
| III | 2 min. | Public Comments Comments on Items on the agenda Comments on items not on the agenda | Sarah Jane Gillett | No public comments were received and no members of the public were present. | |
| IV | 4 min. | Consent Agenda | Sarah Jane Gillett | *October Meeting Minutes *October Encumbrance Register *Purchase Order Register *LUXA Contract *JD Young Contract | First: AM Second: MD Aye: DP, CA, CR, SJ, LB, JH, LE, NM, AJ, RH Nay: None |



| | | | | | |
|------|--------|---|---------------------------|--|--|
| V | 9 min. | Board Chair Report | Sarah Jane Gillett | <p>Outsourcing human resources support to best support Nikhil and his work</p> <p>Feedback from board members</p> <p>Board members are asked to get people to come for school tours</p> <p>Holiday events and donations</p> <p>Next board meeting is Tuesday, December 18</p> <p>End of year solicitation letter for development</p> | |
| VI | 9 min. | Presentation of Monthly Financials | CB Rowan Nikhil Kawlra | <p>Must code all of our financials based upon the OSAC coaching to line item match everything</p> <p>Budget trackers show approximately 39% of our financials; the biggest expenses are food and transportation and will increase more revenues in January from midyear adjustment</p> | |
| VII | 5 min. | Academic Performance Report | Carlo Agapito | <p>Shared academic achievement progress on F and P</p> <p>Significant culture difference in 7th and 8th grade</p> | |
| VIII | 8 min. | Marketing Committee Report | Nicole Morgan | <p>Created a marketing plan; Goal: 90% student re-enrollment and get a waitlist of 20 students</p> | |



| | | | | | |
|------|---------|--|--------------------|---|---|
| | | | | <p>Key messages to share as we advocate across the board:</p> <ol style="list-style-type: none"> 1. Free and open 2. Top performing on student growth and parent and student satisfaction 3. Positive and safe environment (structure, anti-bullying) <p>Supporting points – comparative statistics STEM Social and emotional learning</p> <p>Will practice the pitch at an upcoming board meeting</p> | |
| IX | 35 min. | Update on Teaching & Leading Initiative of Oklahoma | Jo Lein | 3 group discussion | |
| X | 15 min. | Update on Charter Expansion Request | Nikhil Kawlra | <p>Please come on December 3 and be there by 6</p> <p>Justin reaches out to Jania</p> <p>Sarah Jane will reach out to the other three</p> | |
| XI | 10 min. | Head of School Report | Nikhil Kawlra | Tabled | |
| XII | 2 min. | New Business | Sarah Jane Gillett | None | |
| XIII | 2 min. | Adjournment | Sarah Jane Gillett | | <p>First: DP Second: LE Aye: CA, CR, MD, SJ, LB, JH, NM, AM, AJ, RH Nay: None</p> |



DEVELOPMENT COMMITTEE REPORT

Development Committee Report – November

Tours:

- Jim Bertelsmeyer #2 on 12/14
- Bishop Kelley Administrators on 12/17,
- Cascia Hall staff toured on 11/30

Year-end donor letter mailed.

Foundation grants:

- Frank Foundation -asked for \$15,000, awarded \$20,000
- Williams Foundation \$5,000

Outstanding requests: Flint Foundation and Temple Foundation



ACADEMIC PERFORMANCE COMMITTEE REPORT

Dashboard attached:

- Area of Focus: Upper School Culture (highlighted on data dashboard)
- Deep Dive: OSTP Results



TLI REPORT



TEACHING & LEADING Initiative of Oklahoma

December 2018 Collegiate Hall Board Update

In this Update:

- **Program Update**
- **Teach For America Partnership**
- **Leadership Work**
- **Collegiate Hall Visit**
- **Building the Network**
- **2019-20 School Year**
- **Conference**
- **Mine Fellows**

Program Update:

It is likely that by the end of the week of December 10, we will be down to 8 TLI fellows in Broken Arrow and Cleveland. One teacher who has been a consistent concern is being asked to resign or will be released. We are getting in data on their progress that is really promising.

Teach For America Partnership:

Because of a gap in their staffing, Marissa and Jo will be taking on 8 additional teachers with Teach For America (Marissa = 6, Jo = 2). Marissa will start working an extra day a week to fill this void. This partnership will begin in January after returning from the break. Both organizations are viewing this as a pilot as we think about technical coaching for new teachers (weekly coaching cycles as opposed to monthly touchpoints).

Leadership Work:

With an understanding that her position is funding-dependent, Nina Fitzerman-Blue started her first week of work. She is excited to dive in to similar programs, getting clear on the leader landscape (which is complex), and designing on cohort model. In doing so, she will be revising existing programs (instructional coaching) and designing additional trainings that will be offering in the spring.

Collegiate Hall Visit:

TLI supporters and partners will be visiting Collegiate Hall on December 20. We have a range of people attending from classroom teachers to building leadership. It will be a great way to get the message out about Collegiate Hall and get more advocates for our program.

Building the Network:



The TLI team has been hard at work building a vast network. This has involved really understanding the educational organizations that exist in the state and determining how to best leverage networks. This has included a close connection to OU-Tulsa, Oklahoma Public School Resource Center, and Oklahoma Schools Advisory Council. Recently, Jo attended a Legislative Luncheon as a guest of OSAC. She will be meeting with the leaders of the Cooperative Council for School Administrators (CCOSA) on Friday, December 14 to discuss some potential ways to partner. We must now determine the correct strategy as there are some conflicts between CCOSA and charter schools broadly. Fortunately, advisory board member Dr. Keith Ballard, former TPS superintendent, is deeply involved in this organization and has advocated on our behalf.

2019-20 School Year:

Broken Arrow is enthusiastic about our proposal but we have not received confirmation. Cleveland is excited to serve as the model for a regional strategy. We are hosting a soft commitment luncheon on Wednesday, December 12 and a formal announcement on February 1 with Superintendent Hofmeister and members of CCOSA in attendance.

Again, it is looking like the following staffing:

- Jo and Nikhil
- Marissa (increased time and pay)
- Nina
- Two teacher trainers (one for Broken Arrow and one for Cleveland and maybe Sand Springs) - we have some potential candidates for these two roles already
- If Dove agrees to our proposal, we will need an additional teacher trainer

Conference:

The 2nd annual novice teacher development conference will take place from 9:00-3:30 at OU-Tulsa on February 27. State Superintendent Joy Hofmeister will be in attendance. We hope you can make an appearance. 25 tickets have been sold and we will cap at around 70 participants.

Mine Fellows:

Mine Fellows visited Collegiate Hall on Tuesday, December 11 to gain context. They have been meeting with various stakeholders and are planning a benchmarking trip to compare similar programs. They did a progress update on November 29 and received feedback on how to best present their recommendations.