



COLLEGIATE HALL CHARTER SCHOOL

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

FEBRUARY 19, 2019 | 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	*December Meeting Minutes *December Encumbrance Register *Purchase Orders to Open
V	5 min.	Board Chair Report	Sarah Jane Gillett	
VI	15 min.	Presentation of Audit	Sanders, Bledsoe and Hewitt	
VII	5 min.	Presentation of Monthly Financials	CB Rowan Nikhil Kawlra	January Financial Report
VIII	5 min.	Academic Performance Report	Carlo Agapito	Dashboard
IX	8 min.	Governance Report	Justin Harlan	
X	12 min.	Charter Expansion Update	Nikhil Kawlra	Charter Expansion Timeline Facilities Task Force
XI	12 min.	Head of School Report	Nikhil Kawlra	High School Admissions Update Hiring/Enrollment Season Social/Emotional Learn. Cohort Graduation Update Superintendents' Task Force State of the School
XII	15 min.	Executive Session	Nikhil Kawlra	
XIII	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>
XIV	2 min.	Adjournment	Sarah Jane Gillett	Adjournment



ATTENDEE SIGNATURES

<u>Name</u>	<u>Signature</u>
Justin Harlan	
Sarah Jane Gillett	
Rick Huck	
Sarah Jane Gillett	
Carlo Agapito	
Lyn Entzeroth	
Nicole Morgan	
CB Rowan	
Michael DuPont	
Lindsay Bennefield	
Annabel Jones	
Amber Masters	



COLLEGIATE HALL CHARTER SCHOOL

DECEMBER 18, 2018 | MEETING MINUTES

ATTENDEES: DAVID POARCH, JUSTIN HARLAN, NICOLE MORGAN, CB ROWAN, ANNABEL JONES, CARLO AGAPITO, RICK HUCK, MICHAEL DUPONT, AMBER MASTERS, NIKHIL KAWLRA

OTHER ATTENDEES: JOANNA LEIN

AGENDA

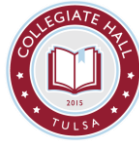
	Time	Item	Notes	Votes
I	2 min.	Welcome	Welcome to everyone, David is standing in to lead the meeting as Sarah Jane is unable to attend.	
II	2 min.	Approval of Agenda	No changes to agenda – motion for approval as sent	First: JH Second: MD Aye: DP, JH, NM, CR, AJ, CA, RH, MD, AM Nay: n/a Abstain: n/a
III	2 min.	Public Comments Comments on Items on the agenda Comments on items not on the agenda	No members of the public were present	
IV	4 min.	Consent Agenda	*November Meeting Minutes *November Encumbrance Register *Purchase Order Register	First: RH Second: AM Aye: DP, JH, NM, CR, AJ, CA, RH, MD, AM Nay: n/a Abstain: n/a
V	5 min.	Board Chair Report	Thank you to those who donated for holiday presents for staff!	
VI	10 min.	Presentation of Monthly Financials	CB is working with Jay to get reports in a format that works for everyone to be able to have a sense of our financial position.	
VII	10 min.	Academic Performance Report	Focus is on 7 th and 8 th grade culture; Nathalia has begun working with the team to do a reset with students, and will be honing in on this	



			after the break. Nikhil will focus on supporting the rest of the school in order to support Nathalia's deep dive into 7 th /8 th grade.	
VIII	10 min.	Update on Teaching & Leading Initiative of Oklahoma	Joanna Lein provided a brief overview of the progress of the Teaching and Leading Initiative. Regional strategy in Cleveland will launch on 2/1 and Novice Teacher Conference is on 2/27. Still working to identify districts for the upcoming year, which will determine staffing. Would love to meet with all board members to talk about how our strategy has shifted from providing novice teacher training to consulting with districts to help them provide the training themselves and train their leaders.	
IX	10 min.	Charter Expansion/Facility Task Force Update	Nikhil Kawlra discussed the expansion of Collegiate Hall's elementary school and provided a timeline for accomplishing everything that needs to get done before opening. The top priorities are finding a school leader and beginning to identify a facility.	
X	25 min.	Head of School Report	Nikhil provided a quick overview of where the focus of the school will need to be – on culture,	



			with Nathalia leading. Nikhil will be spending more time on the school itself (instead of on expansion and TLI) in order to support a successful end of the school year.	
XI	20 min.	Elevator Pitch Activity	Justin Harlan led the Collegiate Hall board through an elevator pitch activity on the key elements of Collegiate Hall	
XII	2 min.	New Business	No new business presented	
XIII	2 min.	Adjournment	Motion for adjournment called	First: AM Second: AJ Aye: DP, JH, NM, CR, AJ, CA, RH, MD, AM Nay: n/a Abstain: n/a



Purchase Orders to Open 2018-2019 (February 2018)

	Company	Amount	Description
139	OSDE	\$1,000	Background Checks
140	NationBuilder	\$2,000	Website Work
141	OU Tulsa	\$750	Graduation Space
142	NetLink Solutions	\$12,000	Chromebooks + Cart
	Pizza Hut	\$200	Pizza for Day of Service
143	Promevo	\$900	Chromebook Licenses
	501TechNet	\$5,000	Staff Laptops

TLI PO Requests

	Panera Bread	\$1,900	Food for rural innovation event in Cleveland on Feb. 1 and conference on 2/27
	Reasors	\$275	Snacks for Mine Fellow meeting on Jan. 31 and BA training snacks
	Sin Fronteras	\$75	Food for Advisory Board Meeting
	Qdoba	\$300	Food for BA Adult Learning Training on Feb 4
	QuikPrint	\$300	Printing for instructional coach training 101 at Hamilton, advanced instructional coach training, and others
144	Nina-Fitzerman Blue	\$100	Reimbursements
	Amazon	\$150	Leverage Leadership books for accepted leaders
145	Jason's Deli	\$300	Food for School Improvement Lab
146	Qdoba	\$300	Food for School Improvement Lab
	Walmart	\$400	Conference supplies (tape, name tag stickers, etc) + conference lunch sides (drinks, chips, juice for breakfast)
	QuikPrint	\$600	Conference printing, School Improvement Lab printing, Instructional Coach 101 at Hamilton printing
	Marissa reimbursement	\$200	Purchases required for last-minute changes (ie: more people at event than expected, missing cups, etc.)
	Jo reimbursement	\$100	Tape, paper, printing



FINANCE COMMITTEE REPORT

Finance Committee Meeting Minutes, February 11, 2019

As of the committee meeting, financial packets had not been received. Therefore committee was unable to review these documents

1. Encumbrances – Changes from Prior Month
2. Purchase Order Register Updates and Changes
3. Financial Statements for January 2019

The Committee did discuss following items:

- 2019-2020 Budgeting
 - a. Inclusive of new grants for CH Expansion
 - b. How to Budget for Transparency to the Board
 - i. Separate Budgets for Middle and Elementary
 - ii. Separate the TLI from the schools
 - iii. Separate Budget for each of the 3 initiatives
- Audit Report
 - a. Compliance Issue Noted related to Expense Documentation on Meals and Travel
 - b. Estimated Expense for Next Year of \$4000 (up \$200/year since inception)
 - i. NK is requesting Hourly Billing Rates
 - ii. Discussion on expediting the timing of report issuance



ACADEMIC PERFORMANCE COMMITTEE REPORT

- Academic Dashboard
- Mid-Year Goals Check In
 - Will defer this to next month while reviewing MAP progress
- OSTP Improvement Plan
 - ~2 Weeks of Review Before Test
 - Content Teams Are:
 - Looking at Released Items
 - Making Sure Our Assessments Line Up to OSTP
 - Practicing Online Tests
 - Making Sure All OSTP Standards Are Covered
 - Looking @ Blue Print (% on the test) – not sure how to plan for



GOVERNANCE COMMITTEE REPORT

To be presented at the meeting.



CHARTER EXPANSION TIMELINE

December 2018 – May 2019	<ul style="list-style-type: none"> ▪ Build Community Partnerships ▪ Apply for Start Up Funding ▪ Start Meeting with Parents (EduCare and CAP) ▪ Host Information Sessions and Attend Community Events ▪ Hire Founding School Leader ▪ Develop Professional Development Plan for Founding School Leader
June 2019 – August 2019	<ul style="list-style-type: none"> ▪ Continue Building Community Partnerships ▪ Plan for Hiring/Recruitment <ul style="list-style-type: none"> ○ Write Job Descriptions for Founding Team and Processes for Evaluation ○ Codify Hiring Process, Including Staff Recruitment Strategy ○ Create Student Recruitment Strategy ▪ Support Collegiate Hall’s Summer Professional Development ▪ Study Summer Professional Development of a High Performing Charter School
September 2019	<ul style="list-style-type: none"> ▪ Begin Staff Recruitment and Hiring Process ▪ Post Job Descriptions ▪ Post Student Enrollment Information (Forms, Information Sessions) ▪ Begin Student Recruitment <ul style="list-style-type: none"> ○ Canvassing in Community ○ Secure Student Enrollment Forms ○ Host Information Sessions
October 2019	<ul style="list-style-type: none"> ▪ Finalize Student Handbook ▪ Finalize Staff Summer PD ▪ Finalize Facility Location ▪ Finalize Annual Calendar, Daily Schedule ▪ Finalize Staff Handbook, including benefits and compensation packages
January 2020	<ul style="list-style-type: none"> ▪ School Leader Residency in High Performing Charter ▪ Finalize Operations Plan
February 2020	<ul style="list-style-type: none"> ▪ Conduct Admissions Lottery and Notify Families
May 2020	<ul style="list-style-type: none"> ▪ Student Enrollment Event ▪ Conduct Home Visits
June 2020	<ul style="list-style-type: none"> ▪ Finalize Facility ▪ Conduct Home Visits ▪ 2nd Student Enrollment Event ▪ Delivery of All Supplies, Materials, and Inventory
July 2020	<ul style="list-style-type: none"> ▪ Conduct Home Visits ▪ Parent and Family Orientation ▪ Staff Begins: 4 Week Professional Development
August 2020	<ul style="list-style-type: none"> ▪ Student Orientation ▪ Start of School
Ongoing: October 2019 – April 2020	<ul style="list-style-type: none"> ▪ Prepare Facility for Occupation (if not co-located, including permits, renovations, inspections) ▪ Staff Recruitment and Hiring Process (ongoing) ▪ Student Recruitment (ongoing) ▪ Community Outreach (ongoing) ▪ Curricular Development (ongoing) ▪ Purchase materials, negotiate vendor contracts, and establish community partnerships (ongoing)



HEAD OF SCHOOL REPORT

High School Admissions Update

- TPS (especially Memorial High School)
 - a. All but six of our students successfully submitted applications to TPS; working on second deadline for 5 of those six students.
 - b. Two students will be ineligible for TPS magnet programs due to low academic achievement; those students will be applying to local charter programs.
- Bishop Kelley (3/4) – Two students will be applying
- Holland Hall (3/9) – Two students will be applying

Hiring/Enrollment Season

- Alvin will be picking up the marketing load over the next two months
- Goal is 20 student waitlist/grade
- Will be hiring ~4 teachers and ~3 leaders

Social/Emotional Learning (SEL) Cohort

- Collegiate Hall was accepted into Valor Collegiate Academy's cohort for Social Emotional Learning
- Will be hiring a SEL coordinator, have launched a task force of teachers/leaders to help us implement
- Will have trainings six times over the next two years, starting March 2019
- Can expect to see adjustments to some key elements of our school, including advisory, character education, discipline, and teacher professional development.

Graduation Update

- June 3 at OU Tulsa

Superintendents' Task Force

- Have launched a task force of teachers to help us identify how to make Collegiate Hall a better place to stay 😊

State of the School

- 7th and 8th grade culture is vastly improved
- Working to improve our RTI and Special Education Services
- Focus for the rest of the year is on ensuring strong culture across all grades going into 2019-2020

TLI

- Have met with every board member based on our January conversation
- Waiting on funding from GKFF
- Novice Teacher Conference on 2/27