



COLLEGIATE HALL CHARTER SCHOOL

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

MAY 21, 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	*April Meeting Minutes *April Encumbrance Register *Purchase Orders to Open *Contracts
V	10 min.	Board Chair Report	Sarah Jane Gillett	
VI	5 min.	Presentation of Monthly Financials	CB Rowan Nikhil Kawlra	March Financial Report April Financial Report
VII	15 min.	2019-2020 Budget	CB Rowan Nikhil Kawlra	Proposed 2019-2020 Budget
	VOTE	2019-2020 Budget	Sarah Jane Gillett	
VIII	5 min.	Academic Performance Report	Amber Masters	Academic Performance Report (to be distributed at meeting)
IX	10 min.	Governance Report	Sarah Jane Gillett Justin Harlan	Updated Bylaws Process for CEO/Head of School Evaluation
	VOTE	Updated Bylaws	Sarah Jane Gillett	
X	12 min.	Board Assessment	Annabel Jones	
XI	3 min.	Update on Graduation Plans	Nikhil Kawlra	Head of School Update
XII	10 min.	Elementary School Planning	Nikhil Kawlra	Head of School Update
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



COLLEGIATE HALL CHARTER SCHOOL

APRIL 16, 2019 | MEETING MINUTES

ATTENDEES: SARAH JANE GILLETT, JUSTIN HARLAN, AMBER MASTERS, LINDSAY BENNEFIELD, NICOLE MORGAN, CARLO AGAPITO, ANNABEL JONES, DAVID POARCH, MICHAEL DUPONT

OTHERS: MATT CHASE, JOANNA LEIN, NATHALIA TAKABATAKE

AGENDA

	Time	Item	Notes	Vote
I	2 min.	Welcome	Welcome everyone, thanks for being here. Reintroduction of Matt Chase for anyone that wasn't at the last meeting – excited to have him aboard and to work with Leadership Tulsa.	
II	2 min.	Approval of Agenda	Have a full agenda today!	1 st : AJ 2 nd : RH Aye: SJG, JH, AM, LB, NM, CA, AJ Nay: None Abstain: None
III	2 min.	Public Comments Comments on Items on the agenda Comments on items not on the agenda	No public comments were made or submitted.	
IV	4 min.	Consent Agenda	Attached are March's meeting minutes and the purchase orders to open. Question about Mongo Consulting (is for TLI's website redesign).	1 st : LB 2 nd : CA Aye: SJG, JH, AM, LB, NM, CA, AJ, DP, MD Nay: None Abstain: None
V	5 min.	Board Chair Report	Executive Committee met last week to discuss TLI and have a conversation about succession planning. We hope to have a good discussion about this later this meeting.	



			<p>Everyone should have received the Form 990. It's due on May 15, but seems to have some errors on it. We'll need to get with Jay and his team after reviewing; once we do, we'll circulate another copy and will need to schedule a special meeting to approve them. We'll also review the March financials then.</p> <p>We're deferring discussion of updated bylaws to the next board meeting to give everyone enough time to review them.</p>	
	VOTE	Appointment of New Secretary	<p>At the last governance committee we identified a new secretary, and are excited for Lindsay to take the role. Want to vote to confirm her. Thank you to Lindsay!</p>	<p>Motion: Governance Committee Aye: SJG, JH, AM, LB, NM, CA, AJ, DP, MD Nay: None Abstain: None</p>
VI	5 min.	Presentation of Monthly Financials	<p>Deferred to special meeting, as we don't have the report.</p>	
	VOTE	Form 990	<p>Deferred to special meeting, as there are potential mistakes in/outstanding questions on the document as it is currently written.</p>	
VII	15 min.	Academic Performance Report	<p>Amber provided a frame for the discussion, including changes to the academic calendar, staffing, and why we are pushing for more SEL. Turned it over to Nikhil.</p>	



			<p>Nikhil outlined the changes and the major pros and cons of the decision.</p> <p>Nikhil then presented his current thinking of the budget, and the reason for his changes.</p> <ul style="list-style-type: none">- Counselor to support students that need additional support and build their skills.- Social Emotional Coordinator to start by implementing SEL in 4-8 and help build our elementary school.- Half-time high school placement/success coordinator to provide follow on support to students in high school.- Teacher in residence to be our primary substitute and support small group instruction.- Will be updating the Dean of Community Outreach position's job	
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			<p>description to be narrower.</p> <p>Questions were raised about additional administrative expenses. We need to see these changes alongside the budget, and identify what costs would be defrayed by the elementary expansion grant (and ultimately the elementary school). Need to identify what is appropriate re: administrative expenses.</p> <p>Nikhil then went through how we plan on supporting students who traditionally struggle in our program, either academically or behaviorally. There are three main strategies:</p> <ol style="list-style-type: none">1. Improving our responses to intervention (RTI) process, which we've begun doing this year. Nikhil shared a document that outlined our new RTI plan.2. Adding SEL, which we will be doing next year. Nikhil shared a few examples of the type of work our students would be doing next year.3. Hiring a counselor/social worker for the upcoming year	
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			Question was posed about any additional liability for having a counselor on staff. Nikhil will get with our insurance provider to find out.	
	VOTE	2019-2020 Academic Calendar		Motion: Academic Performance Committee Aye: SJG, JH, AM, LB, NM, CA, AJ, DP, MD Nay: None Abstain: None
VIII	18 min.	Governance Report	<p>Sarah Jane went through the new Board Responsibility/Director's Agreement, highlighting meeting attendance requirements and providing an unrestricted donation. Nikhil will create a general overview of board giving (% of board members who have given) and attendance.</p> <p>Annabel shared the new Board Evaluation survey. Nikhil will turn it into a Google Survey/Survey Monkey form and send it to everyone. Results would go to Annabel, who will compile them and share them with the Governance Committee. The Governance Committee will then provide a report to the entire board.</p> <p>Justin, Sarah Jane, and Nikhil provided an update on board member recruitment. After potential board members</p>	



			<p>have seen the school, we'll bring a list of candidates to the entire board for a vote. We have a few candidates in the pipeline, but please provide any names to Governance Committee as soon as possible.</p>	
	VOTE	Updated Board Responsibility Agreement		<p>Motion: Governance Committee Aye: SJG, JH, AM, LB, NM, CA, AJ, DP, MD Nay: None Abstain: None</p>
	VOTE	Updated Board Assessment Tool		<p>Motion: Governance Committee Aye: SJG, JH, AM, LB, NM, CA, AJ, DP, MD Nay: None Abstain: None</p>
IX	5 min.	Development Committee	<p>David provided an update on graduation and asked for any potential donors that would want to support our graduation event and the HS follow on position. A question was raise on how/if we should support students from economically disadvantaged backgrounds to attend private schools for high school after graduation from Collegiate Hall.</p> <p>The Development Committee proposed that we should hire/contract out for a part time development professional to support our fundraising event, tours of the school, and grant writing. The</p>	



			<p>cost would be approximately 2-3K/month, and should be revenue positive. There was a discussion about potential conflicts of interest, how we would manage the person/set expectations, and whether such a person was needed based on our current fundraising goals. Nikhil and the Development Committee will draft a job description and potential goals for a short term contract (3-6 months) and will bring it back to the board for the next meeting.</p>	
X	8 min.	TLI Update	<p>Sarah Jane provided a brief overview of what was discussed in the executive committee, and the three choices for Collegiate Hall/TLI moving forward: 1) staying within the Collegiate Hall umbrella, 2) spin off to a different parent organization (the OPSRC), and 3) defer a decision until later.</p> <p>Nikhil and Jo discussed what they have learned to date about the cost of operating such a program (cost per teacher and cost per leader) and that they didn't think that TLI would be a revenue generator for Collegiate Hall. In order to make TLI more viable from a revenue</p>	



			standpoint, it will need to offer certification, which it currently cannot do under Collegiate Hall's umbrella.	
	15 min.	Facilitated Conversation	The staff (Jo and Nikhil), executive committee, and individual board members discussed what benefit TLI would have on Collegiate Hall and what a potential contract with OPSRC would include to ensure there weren't any budget ramifications and to ensure Collegiate Hall was fairly compensated for starting the program.	
	VOTE	Vote to Being Contract Negotiations with the OPSRC to Become the Follow On Grantee for the OPSRC		1 st : DP 2 nd : JH Aye: SJG, JH, AM, LB, NM, CA, AJ, DP, MD Nay: None Abstain: None
XI	8 min.	Head of School Report	Teacher appreciation is coming up. Nathalia will reach out to ask for	
XI	2 min.	New Business	No new business was discussed.	
XII	2 min.	Adjournment		1 st : DP 2 nd : RH Aye: SJG, JH, AM, LB, NM, CA, AJ, DP, MD Nay: None Abstain: None



Purchase Orders to Open 2018-2019 (May 2018)

Company	Amount	Description
All teachers	\$100 (each)	Incentive Trips
Various Companies	\$2000	Field Day
Various Companies	\$1500	Graduation
Oren	\$500	Teacher Appreciation, 8 th Grade Dinner
OK Country Donuts	\$200	Donuts for Reception
Graduation Outlet	\$700	Caps and Gowns
HomeAway	\$3000	Rental for Staff Retreat
Gorfam	\$1500	2018-2019 Shirt
Southwest	\$2000	Travel to Valor
Neilsen	\$3200	Radio ads for enrollment
Handshake	\$100	Job postings
Indeed/LinkedIn	\$100	Job postings
Facebook	\$100	Job postings

TLI PO Requests

Best Buy	\$1000	Computer for new staff member
Hideaway Pizza	\$100	Lunch location for TLI team + 2 TLI Fellows
Elote	\$180	Restaurant for team time during onboarding
Tulsa World	\$65	Tulsa World online subscription for education news
ASCD	\$65	Education Leadership subscription
Airbnb	\$500	Angie's Lodging during training week
Whetstone	\$2600	Coaching software for new TLI Fellows
Joanna Lein	\$2500	Mileage reimbursement
Non-Profit Solutions	\$200	Legal Work for TLI Spin Off



HEAD OF SCHOOL REPORT

Quick Notes

- Last Day of Classes Coming (May 31)
- Teachers stay until June 5, leaders until June 10

Priority Planning for 2019-2020 (tentative)

1. Improving adult and student culture
 - a. Building investment in our team
 - b. Building our leadership bench
2. Maintaining strong academic results
3. Improving our supports for students, families, and alumni

Note: Organizational chart (provided) matches these priorities

Graduation Plans

Wednesday, May 22 – Awards Night at 5:30 PM (families invited)

- Overview: Each student will receive a one-minute speech from a teacher/advisor – this speech should include words about the student and all of the awards they will be receiving; the slide show/movie will also play at the awards night

Thursday, May 23 – 8th grade dinner with staff at 6:00 PM (only students and staff attending)

- Overview: Students and staff will have a celebratory dinner to honor our students and allow time for them to spend time together with staff, sign yearbooks, take pictures, have cake, hear some words of wisdom/reflections from a few teacher speeches

Friday, May 24 – End of time at CH circle

- Overview: after last period (like talent show schedule), whole school will convene in a giant circle in gym. 8th graders will all have about a minute speech (1. Advice for younger students, 2. Their reflections of their time at CH, 3. Their hopes for their future, 4. Gratitude for the students and staff who have helped them during their time at CH, 5. How they are leaving their legacy and what they are putting in the time capsule) and then put their item in the time capsule.

Monday, June 3 – Graduation + Reception

- Time: 5:30 – 7 PM
- Location: OU-Tulsa (Founders Hall/Perkins Auditorium)
- Graduation Speaker(s): John Schumann (President of OU-Tulsa), Valedictorian, Head of School
- Guests: TPS Superintendent Dr. Gist, TPS Board President Suzanne Schreiber, Former Board Members Monroe Nichols, Vince LoVoi, and Doug Janes

Elementary School Update

- School director identified (current instructional coach on our team); currently creating PD plan for next year, which will include TLI, an excellent school residency, trips to Valor, and vision setting work
- CSP grant approved! (600K total, 150K in 2019-2020 and 300K in 2020-2021)
- Facility still TBD



PART-TIME DEVELOPMENT DIRECTOR

THE ROLE

Collegiate Hall Charter School seeks a part-time Development Director to support the growth of one of the highest performing public charter schools in Tulsa, Oklahoma. Working in partnership with the Development Committee of the Board, you would be responsible for the planning, oversight and implementation of Collegiate Hall's annual fundraising dinner (takes place in the Fall), cultivation of new and existing donors, organizing and hosting monthly school tours for invited guests, overseeing the development budget and ensuring that Collegiate Hall's annual contributed revenue goals are met. There are not fixed hours for this part-time position, but we anticipate the work will entail, on average, a range of 40-50 hours per month. You will work mostly off-site and have significant flexibility over work hours, except you will be expected to attend certain tours and meetings on pre-arranged dates and times. Compensation is without benefits and varies depending on experience.

OVERVIEW

The Development Director supports the development efforts and works closely with the Head of School and Board of Directors to oversee and manage all aspects of Collegiate Hall's contributed revenue budget. The Development Director must be able to think strategically and practically to prepare, review and implement a comprehensive development strategy. In addition, the Development Director must be a self-starter with the ability to work off-site with a minimum of day-to-day supervision. Key components of this plan should include goals, strategies, and timetables for the Collegiate Hall's annual fundraising dinner and monthly tours. This position reports to the Head of School, and meets regularly with the Development Committee of the Board of Directors.

KEY RESPONSIBILITIES

- Develop and execute the annual fundraising plan with a goal of \$450,000 contributed revenue for the 2019-2020 fiscal year (annual renewing pledges of approximately \$250,000 are anticipated)
- Generate new ideas that increase revenue and donor loyalty
- Report on program progress to the CEO/Head of School and the Development Committee of the Board of Directors
- Oversee the development budget, monitor expenses and report on progress to CEO/Head of School and the Board of Directors
- Maintain long-term relationships with existing donors and cultivate prospective donors
- Prepare grant applications and identify new opportunities for grant funding
- Manage systems to track and cultivate donors and prospects, including our donor database
- Administer signature fundraising event (November 2019), with the goal of 200 total guests and a minimum of \$100,000 net revenue
- Together with appropriate Directors and/or key staff, set up and attend meetings with donors and prospective donors to build relationships and solicit new gifts
- Recruit, train, and support key volunteers to assist in contributed revenue program

QUALIFICATIONS

- Proven track record of fundraising success, particularly by securing major gifts, creating and managing events and engaging a community of motivated supporters.
- Minimum of 5 years of increasing responsibility in non-profit fundraising including grant-writing.
- Ability to balance multiple priorities in a complex environment.
- Working knowledge of development best practices, trends in education and development, fundraising tools and technology, including donor databases, e-mail and online campaigns, and donor research.
- Attention to detail, and a commitment to excellence.
- Capital campaign experience is desirable.
- Deep appreciation and understanding of Collegiate Hall's mission and the ability to articulate its values and vision internally and externally.