



COLLEGIATE HALL CHARTER SCHOOL

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

JUNE 18, 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	*May Meeting Minutes *May Encumbrance Register *Purchase Orders to Open * Contracts: - Speech Path (Brenda Price) - Testing (NWEA MAP) - Auto-dialer (Bright Arrow) - Lease/Maintenance (TPS)
V	7 min.	Board Chair Report	Sarah Jane Gillett	
VI	7 min.	Annual Financial Highlights Presentation of Monthly Financials	CB Rowan Nikhil Kawlra	May Financial Report
VII	20 min.	Annual Governance Highlights Board Assessment & Discussion	Sarah Jane Gillett Annabel Jones	Board Assessment Summary
VIII	5 min.	Approval of 2019-20 Officer Slate Approval of New Board Members Approval of New Governance Committee Member	Sarah Jane Gillett	VOTE
IX	5 min.	Annual Development Highlights	David Poarch	
X	5 min.	Annual Marketing Highlights	Nicole Morgan	
XI	15 min.	Annual Contract Approvals Reading Partners Transportation Health Services Child Nutrition Teach for America Local Treasurer Printer/Copier	Nikhil Kawlra	VOTE Reading Partners MOU TPS Transportation Contract TPS Health Services Contract TPS Child Nutrition Contract Teach for America MOU OCAS (Jay Jenkins) Contract JD Young Contract



		Reporting Consultant Executive Coaching Technology Insurance TLI		EAS (Steve Huff) Contract Lazarus Contract TCF (501 Technet) Contract Gallagher Insurance Renewal OPSRC (TLI) Agreement
XII	5 min.	Elementary School Task Force	Nikhil Kawlra	Timeline
XIII	10 min.	Head of School Report	Nikhil Kawlra	
XIV	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>
XV	2 min.	Adjournment	Sarah Jane Gillett	Adjournment



COLLEGIATE HALL CHARTER SCHOOL

MAY 21, 2019 | MEETING MINUTES

ATTENDEES: SARAH JANE GILLETT, JUSTIN HARLAN, AMBER MASTERS, LINDSAY BENNEFIELD, NICOLE MORGAN, ANNABEL JONES, CB ROWAN, RICK HUCK, LYN ENTZEROTH, MICHAEL DUPONT

ABSENT: DAVID POARCH, CARLO AGAPITO

OTHERS: MATT CHASE, JOANNA LEIN, NIKHIL KAWLRA

AGENDA

	Time	Item	Notes	Vote
I	2 min.	Welcome	Welcome everyone!	
II	2 min.	Approval of Agenda		First: JH Second: NM Aye: SJG, JH, AM, LB, NM, AJ, CBR, RH, LE, MD 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 public comments.	
IV	4 min.	Consent Agenda		First: RH Second: CB Aye: SJG, JH, AM, LB, NM, AJ, CBR, RH, LE, MD Nay: n/a Abstain: n/a
V	10 min.	Board Chair Report	Graduation is coming up on June 3! Would love to see everyone there. We did staff appreciation, thank you to everyone who either contributed!	



			<p>We'll be voting on the TLI contract at the next board meeting – currently being worked on by a lawyer.</p> <p>We'll go over the board self-assessment at the next meeting.</p> <p>Dates for board retreat (July 19) and event (November) have been set!</p> <p>Next year we'll have a strategic planning committee. We'll do it for a year, meeting every couple months, and would love to have anyone who is interested sign up.</p>	
VI	5 min.	Presentation of Monthly Financials	<p>Not all finances were present at the time of the committee meeting, but did have a chance to look them over. CB will put together an EOY report for the next board meeting.</p>	
VII	15 min.	2019-2020 Budget	<p>Nikhil went through how he</p>	



			<p>arrived at the budget, starting first with the priorities for the year, then talking through the organizational chart for the upcoming year and at full growth, and then walking through how the budget supported the school's expansion over the next several years and met the organization's priorities.</p>	
	VOTE	2019-2020 Budget		<p>First: Finance Committee Second: Aye: SJG, JH, AM, LB, NM, AJ, CBR, RH, LE, MD Nay: n/a Abstain: n/a</p>
VIII	5 min.	Academic Performance Report	<p>Two key points to think about for the upcoming year:</p> <ol style="list-style-type: none"> 1) Making school goals more focused (we currently have too many and they're unwieldy) 2) Improve the dashboard. The dashboard is helpful and tangible, but isn't entirely 	



			useful for staff.	
IX	10 min.	Governance Report	Currently putting together a slate of new board members and new officers. We've just finished updating the bylaws, and will next tackle our board self-assessment and the head of school review. Committee will gather the full board's input soon.	
	VOTE	Updated Bylaws	Updated bylaws reflect changes to some language based on the fact that we're moving out of startup mode, changes that are most specific to Oklahoma as opposed to the more boilerplate language provided by BES, and simplified some language and updated some titles/descriptions.	First: Governance Committee Second: Aye: SJG, JH, AM, LB, NM, AJ, CBR, RH, LE, MD Nay: n/a Abstain: n/a
X	12 min.	Board Assessment	Deferred to next meeting.	
XI	3 min.	Update on Graduation Plans	Graduation on June 3 at OU Tulsa! Would love to have as many	



			board members as possible there. Role of the board is just to partake in the festivities and mingle with families afterwards.	
XII	10 min.	Elementary School Planning	School Director in Training Hired! Will be a member of our staff that currently serves as an instructional coach. Have an expansion timeline created and will be supporting her development over the next year to ensure she's prepared to open the school and is fully hired/recruited.	
XIII	2 min.	New Business	No new business	
XIV	2 min.	Adjournment		First: AM Second: LE Aye: SJG, JH, AM, LB, NM, AJ, CBR, RH, LE, MD Nay: n/a Abstain: n/a



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	



PURCHASE ORDERS FOR APPROVAL

Purchase Orders to Open June 2018-2019

Company	Amount	Description
Teach Like A Champion	\$600	PD for Teachers
Hannah Jarman	\$2000	Curriculum Work
Ellen Heiman	\$1500	Curriculum Work
Gorfam	\$2000	Water bottles, Shirts for Staff
Amazon	\$1500	Technology and Books for Staff
501TechNet	\$3600	New Surface Pros for Directors
Nikhil Kawlra	\$1000	Reimbursements
Recruitment	\$3000	Additional Mailers, online postings, etc.
Language Line	\$200	Home Visits
Alvin Okonkwo	\$500	Reimbursements
Nathalia Takabatake	\$500	Reimbursements

TLI PO Requests June 2019

Company	Amount	Description
Joanna Lein	\$1000	Mileage Reimbursements
Salesforce	\$400	Curriculum Work
Mazzio's	\$400	Food for PD
Amazon	\$800	Supplies for TLI Institutes
QuikPrint	\$3000	Printing for Institutes
AirBnB	\$2000	Stays for staff during institutes
Reasors	\$200	Food for employees during OKC institute



FINANCE COMMITTEE REPORT

Finance Committee Meeting Minutes: June 11, 2019

Attendees:
CB Rowan
Nikhil Kawlra
Rick Huck
Sarah Jane McKinney
Annabel Jones

The Committee discussed following items:

- Financials reviewed for May
 - a. All material items booked through May (including June Payroll), except:
 - i. \$150K Reimbursement Income Items to be received
 - ii. Expenses:
 - Transportation – \$40K
 - Nutrition - \$40K
 - b. Year End Cash Reserves (estimated)
 - i. Consolidated (incl TLI) \$410K
 - ii. TLI Cash Bal (estimated) \$170K
 - iii. Collegiate Hall (excl. TLI) \$240K
 - iv. Cash Reserve is in excess of state-mandated requirement of 7% of Current Year Revenue (\$2.3MM) (Est. Requirement of \$160K)
- Reviewed and discussed 20 contracts that were distributed to Board on June 10
 - a. Review of contracts discussion to occur with entire Board at June 18 Meeting
- We will clear stale Warrants prior to completion of YE financials



GOVERNANCE COMMITTEE REPORT (PART 1)

Slate of Officers for 2019-2020

President – David Poarch

Vice President – Annabel Jones

Finance Chair – CB Rowan

Secretary – Lindsay Bennefield



GOVERNANCE COMMITTEE REPORT (PART 2)

New Board Members (VOTE)

Blake Loepp – Hogan Assessments

Delia Kimbrel – IMPACT Tulsa



GOVERNANCE COMMITTEE REPORT (PART 3)

Committee Chairs

Academic Performance – Amber Masters

Development/Marketing – Lindsay Bennefield

Finance – CB Rowan

Governance – Sarah Jane

Facilities Task Force – Nikhil Kawlra

Expansion Task Force – Nikhil Kawlra



GOVERNANCE COMMITTEE REPORT (PART 4)

Governance Committee

Already slated:

- David Poarch (incoming President)
- Sarah Jane Gillette (outgoing President)
- Annabel Jones (current committee member)

New Committee Member

- Michael DuPont



COLLEGIATE HALL CHARTER SCHOOL

Planning Year Calendar

MONTH	CRITICAL STEPS
June 2019	<ul style="list-style-type: none"> ▪ Identify Community Partners for Parent Engagement (EduCare, CAP, Day Cares) ▪ Apply for Start Up Funding (Walton) ▪ Hire Founding School Leader ▪ Finalize Professional Development Plan for Founding School Leader
June 2019 – August 2019	<ul style="list-style-type: none"> ▪ Continue Building Community Partnerships ▪ Plan for Staff Hiring and Student Recruitment <ul style="list-style-type: none"> ○ Write/Finalize 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/Week 0 of a High Performing Charter School (travel for 1 week, as necessary)
September 2019	<ul style="list-style-type: none"> ▪ Student Recruitment: <ul style="list-style-type: none"> ○ Host Information Sessions and Attend Community Events ○ Finalize Student Enrollment Information Required ▪ Community Outreach ▪ Staff Recruitment: <ul style="list-style-type: none"> ○ Begin Staff Recruitment and Hiring Process ○ Post Job Descriptions ▪ Deep Dive: Overarching Vision <ul style="list-style-type: none"> ○ Graduate Profile ○ Vision Statement (core beliefs) ○ Year by Year Goals ○ Teacher Training Scope and Sequence/Coaching
October 2019	<ul style="list-style-type: none"> ▪ Student Recruitment: Host Information Sessions and Attend Community Events ▪ Community Outreach ▪ Staff Recruitment: Staff Recruitment and Hiring ▪ School Leader Residency in High Performing Charter (1-2 weeks) ▪ Finalize Facility Location ▪ Deep Dive: Student Culture <ul style="list-style-type: none"> ○ Systems to Proactively Build Student Culture (e.g. morning meeting, advisory) ○ Student Discipline and Incentives (earned fun and fun for all) ○ Character Education/SEL
November – December 2019	<ul style="list-style-type: none"> ▪ Student Recruitment: Host Information Sessions and Attend Community Events ▪ Community Outreach ▪ Staff Recruitment: Staff Recruitment and Hiring ▪ Deep Dive: Foundations for Academics <ul style="list-style-type: none"> ○ Core Instructional Practices ○ Assessment Vision ○ Planning Expectations



	<ul style="list-style-type: none"> ○ Daily Schedule ○ Literacy and Math (daily/weekly structures, curriculum) ○ Supporting Students (RTI, ELL, Counseling, Special Education, etc.)
January 2020	<ul style="list-style-type: none"> ▪ Student Recruitment (Unified Enrollment) ▪ Community Outreach ▪ Staff Recruitment: Staff Recruitment and Hiring ▪ Deep Dive: Finalize Academic Vision <ul style="list-style-type: none"> ○ Science and STEM ○ Social Studies ○ Specials
February 2020	<ul style="list-style-type: none"> ▪ School Leader Residency in High Performing Charter (1-2 weeks) ▪ Community Outreach ▪ Staff Recruitment: Staff Recruitment and Hiring ▪ Finalize Student and Staff Handbooks ▪ Deep Dive: Operations/Parental Involvement <ul style="list-style-type: none"> ○ Operational Vision ○ Minute by Minutes ○ Parental Involvement Vision
March – April 2020	<ul style="list-style-type: none"> ▪ Prepare Facility ▪ Student Enrollment Event ▪ Conduct Home Visits ▪ Order Curricular and Cultural Supplies/Materials ▪ Deep Dive: Adult Culture Summer PD <ul style="list-style-type: none"> ○ Create Adult Culture Plan ○ Finalize Summer PD Day by Day (and Plan Sessions) ○ Create First 30 Day Plan
June 2020	<ul style="list-style-type: none"> ▪ Finalize Facility ▪ Conduct Home Visits ▪ 2nd Student Enrollment Event ▪ Delivery of All Supplies, Materials, and Inventory ▪ Practice Summer PD with Leadership Team
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



HEAD OF SCHOOL REPORT

Staff Retention:

Leaders:

- All 9 that were asked back have accepted
- 1 was not asked back

Teachers:

- 9 asked back and have accepted
- 4 that were asked back have declined (3 second year Teach For America CMs all going to graduation school, 1 first year CM)
- 2 were not asked back

Staff Hiring: Fully Hired!

- Only 3 TFA this year (all focused locally)
- 1 staff member moving from NYC for personally reasons (1 year of experience)
- 3 staff members coming from TPS (6 years, 3 years, 5 years of experience)
- 1 staff member coming from College Bound Academy (2 years of experience)
- 1 staff member coming from City Year (0 years of experience)
- 1 staff member coming from City of Tulsa

Student Retention/Current Enrollment Update:

- 91% student retention (as of 6/1)
- Student enrollment numbers (as of 6/1)
 - 44 fourth graders
 - 60 fifth graders (3 on waitlist)
 - 60 sixth graders (6 on waitlist)
 - 60 seventh graders (11 on waitlist)
 - 47 eighth graders (do not enroll new 8th graders)