



COLLEGIATE HALL CHARTER SCHOOL

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

FEBRUARY 17, 2020 | 5:15 PM – 6:45 PM

AGENDA

	Time	Item	Lead	Materials/Topics
I	2 min.	Welcome	David Poarch	
II	2 min.	Approval of Agenda	David Poarch	
III	2 min.	Public Comments Comments on Items on the agenda Comments on Items not on the agenda	David Poarch	
IV	2 min.	Consent Agenda	David Poarch	*February Purchase Orders to Open *January Board Meeting Minutes
V	2 min.	Board Chair Report	David Poarch	
VI	10 min.	Presentation of Monthly Financials	CB Rowan	January Financials Finance Committee Report
VII	5 min.	Academic Performance Committee Report	Amber Masters	Academic Performance Committee Report
VIII	5 min.	Development Calendar	Cassie Reese Tipton	
IX	5 min.	Head of School Report	Nikhil Kawlra	
X	10 min.	Enrollment Analysis	Nikhil Kawlra	Enrollment Dashboard Data
XI	10 min.	Enrollment and Budget Planning	Nikhil Kawlra	
XII	10 min.	Executive Session (Facilities Search)	Nikhil Kawlra	
XIII	2 min.	New Business	David Poarch	
XIV	2 min.	Adjournment	David Poarch	Adjournment



ATTENDEE SIGNATURES

<u>Name</u>	<u>Signature</u>
David Poarch	
Annabel Jones	
CB Rowan	
Lindsay Bennefield	
Michael DuPont	
Sarah Jane Gillett	
Rick Huck	
Delia Kimbrel	
Olivia Martin	
Amber Masters	



PURCHASE ORDERS TO OPEN

FEBRUARY 2020

<u>Company</u>	<u>Amount</u>	<u>Description</u>
Holland Hall	\$5000	Holland Hall Book Fair
Daylight Donuts	\$250	Donuts for Saturday Schools



COLLEGIATE HALL CHARTER SCHOOL

JANUARY 27, 2020 | MEETING MINUTES

ATTENDEES: DAVID POARCH, DELIA KIMBREL, CB ROWAN, RICK HUCK, LINDSAY BENNEFIELD, MICHAEL DUPONT, AMBER MASTERS, SARAH JANE GILLETT

ABSENT: OLIVIA MARTIN, ANNABEL JONES

OTHERS: NIKHIL KAWLRA, NATHALIA TAKABATAKE, CASSIDY RICHARDSON, RACHEL TRAMPLER, CAITLIN HASKINS, CAMERON SEGER

AGENDA

	Time	Item	Notes	Vote
I	2 min.	Welcome	Welcome to everyone!	
II	2 min.	Approval of Agenda	Please take a moment to review the agenda.	First: RH Second: AM Aye: DP, DK, CBR, RH, LB, MD, AM, SJG Nay: - Abstain: -
III	2 min.	Public Comments	No public comments. A parent arrived, but after public comments. A chance for her to speak to the board was offered a chance to speak to the board during new business, but declined to stay. A follow up meeting with the Head of School was offered at the school the following day instead.	
IV	2 min.	Consent Agenda	Please take a moment to review the consent agenda. Once you have, we'll take a motion to approve.	First: AM Second: LB Aye: DP, DK, CBR, RH, LB, MD, AM, SJG Nay: - Abstain: -
V	2 min.	Board Chair Report	Welcome everyone, thank you to all those that could support the enrollment	



			<p>efforts over the past month. We have one final push, please support the team if you can – obviously enrollment has a direct impact on our budget. We’ve spent some time reviewing our budget for the year this month, and we can start there.</p>	
VI	10 min.	Presentation of Monthly Financials	<p>We met twice this month, and did a month over month review to try and forecast the budget. We’re net down 38K for the year, which is equal to the QT grant we have not received. We’re projecting about 242K to be spent for the elementary school this year, which will be reimbursable from the CSP grant.</p>	
VII	10 min.	Academic Performance Committee Report	<p>We made a decision to stop working on the dashboard, given that the quality of the data would always be in flux until we developed a more reliable system for exporting it. This will likely require a staff member to pull together in the upcoming years, and Caitlin will be taking on this charge. We still think devoting time to try and automate the process was worth it, and our next step is to think about what data to measure and how to get that data in upcoming years.</p>	



			<p>Re: OSTP, we're not performing as well as we'd like on the state test. We think this is important internally, but also because families will look to this through the Unified Enrollment system this year, so we're going to make a concerted effort to elevate the state test without giving up what makes CH great. Two ways you can help are to help proctor tests or to sponsor a Saturday school (donuts and/or juice) for kids that need some help. Our goal is to have a total of 15 sessions proctored and 4 Saturday schools sponsored. Thanks in advance for your help!</p>	
VIII	10 min.	Development Committee	<p>We've locked in a date for the fundraiser this year, but need to lock in a location. Currently leaning towards the Tulsa Historical Society.</p> <p>We're going to additionally strive for two more touchpoints this year ("friendraisers") to raise awareness for the school and the fundraising event.</p> <p>You can help support the dinner by starting to help provide wine/liquor for the wine pull.</p>	
IX	5 min.	Governance Committee Report	<p>We've started conducting a SWOT analysis, thank</p>	



			<p>you to those that have already participated through the various committees. We have at least two board members that we are ready to invite to the board for the upcoming school year, please let us know if you have any additional names that would be good for a committee for the upcoming year.</p>	
X	5 min.	Head of School Report	<p>We have spent a lot of time over the past couple months on student recruitment. We've had families come help make phone calls and go canvassing – thank you to David who has done both as well! We'd love to have anyone that can help make even 10 phone calls before the end of the month do so, as the biggest thing we're hearing when making calls is that families don't know it's enrollment time; other families have misinformation about charter schools we must work to dispel.</p>	
XI	VOTE	OT/PT Contract with Therapy Works	<p>Have recently enrolled a student that will require OT services. We've used Therapy Works in the past, this is a similar contract to service our new students' needs.</p>	<p>First: RH Second: AM Aye: DP, DK, CBR, RH, LB, MD, AM, SJG Nay: - Abstain: -</p>



XII	10 min.	Marketing/Unified Enrollment Update	In the second window we'll prioritize PreK, K, and 4 th , and specifically leverage strategies that have been tried successfully by IMPACT, such as spending time at the Family Dollars, doing fun activities for the community like hot dogs, face painting, and balloons (Delia to help get more info).	
XIII	10 min.	Executive Session (Facilities Search)		
XIV	2 min.	New Business	No new business was discussed.	
XV	2 min.	Adjournment	Next meeting will be on President's Day, February 17!	First: RH Second: MD Aye: DP, DK, CBR, RH, LB, MD, AM, SJG Nay: - Abstain: -



FINANCE COMMITTEE REPORT

FINANCE COMMITTEE REPORT

Finance Committee Meeting Minutes: February 10, 2020
Attendees: CB Rowan
Nikhil Kawlra
Rick Huck
David Poarch
Cameron Seger (Observing)

The Committee met on a conference call and discussed following items:

1. Financials were available to review
 - a. We did have the financials this month.
 - b. Cash balance includes \$150K in TLI funding that could be distributed this month]
 - c. We will move the \$16K in the PayPal account to BOK
 - d. Will present the Excel monthly P&L at the Board meeting
2. Nikhil presented a first draft of the Elementary School Budget
 - a. Key Assumptions
 - i. Draft based on full elementary enrollment of 120 students
 1. Pre-K of 3 classes of 20 students each (60 students)
 2. Kindergarten of 2 classes of 30 students each (60 students)
 - ii. Non-Start Up Donations split 50/50 with middle school
 - iii. Rent increase to \$.10/sq ft and billed only on utilized area
 - b. Finance Committee requested a budget based on a lower first year enrollment of 100 students.
 - c. Plan is to present entire school budget to the Board in the regularly scheduled March Board Meeting.



ACADEMIC PERFORMANCE COMMITTEE REPORT

Academic Performance February Board Report

1. Attendance

- a) Amber Masters
- b) Delia Kimbrel
- c) David Poarch
- d) Nikhil Kawlra

2. Data Dashboard 3.0

- a) Data Dashboard: We sought to understand the staff's perspective on the ways that the data dashboard could support their ability to understand progress to goal, analyze trends, and work together to adjust course. During this conversation, we realized that we need to engage in a broader discussion around how we define success, and in particular which metrics we prioritize. We are invested in this conversation as a best practice, and we believe this will become increasingly important as we expand in the coming year.

3. Oklahoma State Testing Program (OSTP) Strategy/Updated Perspective

- a) Board's role
 - i) Sponsor Donuts and Juice for Saturday School
 - (1) 100% of slots filled!
 - ii) Proctor
 - (1) 10/15 Board slots are filled to proctor. There are openings in late April and early May left....the time commitment is 7:45-10:30.
 - iii) Support hype events (TBD- no progress made)
 - (1) Breakfast for day one
 - (2) Ice cream for the end of the week

4. What's coming in March?

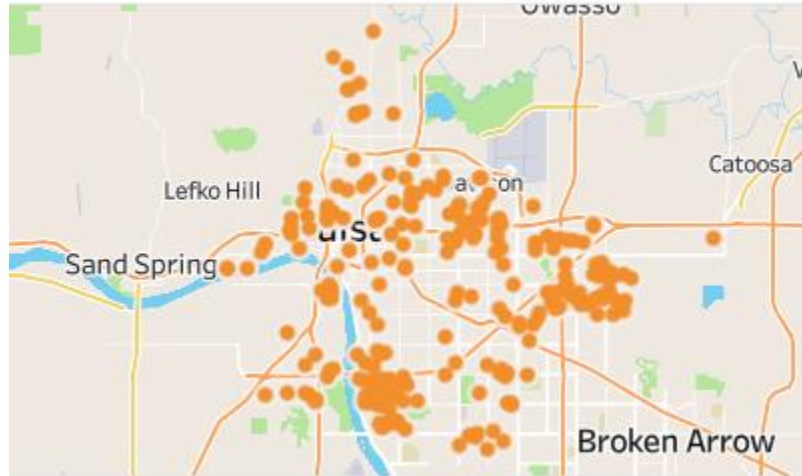
- a) Data Dashboard- narrowing the metrics we analyze as a board and school leadership team
- b) Progress on OSTP prep
- c) Student surveys



HEAD OF SCHOOL REPORT

Improved Enrollment/Marketing

- 270 total applicants
 - o PreK: 52 applicants
 - o K: 39 applicants
 - o 4th: 19 applicants
 - o 5th: 44 applicants
 - o 6th: 61 applicants
 - o 7th: 55 applicants
- Enrollment as of 2/1:
 - o 4th – 47 students
 - o 5th – 49 students
 - o 6th – 48 students
 - o 7th – 51 students
 - o 8th – 40 students
- Where kids are applying from shown in map
- Lottery information: We'll have a review period before parents are notified and can make adjustments for siblings around 3/5. Parents will find out around March 23.
- Applications open back up:
 - o PreK and K applications will open together a week after placements are announced around April 1 and probably stay open through the summer. TBD whether it will be lottery or first come first serve - there will be a follow up meeting with TPS to determine this.
 - o All other grades will open May 1 – May 21 for the lottery. First come first serve would start around June 1.



Development/Community Outreach

- Development meeting conducted virtually this month
- Working on Coretz Family Foundation Grant (50K)

Finance

- Met with other charter schools re: transportation and campus security
- Have started working on budget for 2020-2021 for both elementary and middle school (provided)
- Budgeting will depend on total enrollment, so multiple budgets will be created
- Will be sending off

School Updates

- TPS recently had board elections, both are going into a runoff
- Currently undergoing federal programs audit
- Re-conducting student surveys to get more information from students in order to action plan
- Working on core philosophies that will be true at both schools (elementary and middle)
- Staff recruitment has begun! (Elementary school has made two hires!)