



COLLEGIATE HALL CHARTER SCHOOL BOARD MEETING

IN PERSON: MARSHALL ELEMENTARY 1142 EAST 56TH STREET, TULSA, OK 74105

VIRTUAL: [HTTPS://ZOOM.US/J/774483539](https://zoom.us/j/774483539) | MEETING ID: MEETING ID: 774 483 539

MARCH 23, 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 Board Meeting Minutes
V	2 min.	Board Chair Report	David Poarch	
VI	5 min.	Academic Performance Committee Update	Amber Masters	Academic Performance Committee Report
VII	5 min.	Development Committee Update	Cassie Reese Tipton	
VIII	5 min.	Governance Committee Update	Sarah Jane Gillett	
IX	5 min.	Finance Update	CB Rowan	
X	20 min.	Budget Proposal	Nikhil Kawlra	Budget
XI	5 min.	Elementary Expansion Update	Nikhil Kawlra	
XII	5 min.	COVID-19 Update	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 (Attending in Person)	
Annabel Jones (Attending Virtually)	
CB Rowan (Attending Virtually)	
Lindsay Bennefield (Attending Virtually)	
Michael DuPont (Attending Virtually)	
Sarah Jane Gillett (Attending Virtually)	
Rick Huck (Attending Virtually)	
Delia Kimbrel (Attending Virtually)	
Olivia Martin (Attending Virtually)	
Amber Masters (Attending Virtually)	



COLLEGIATE HALL CHARTER SCHOOL

FEBRUARY 17, 2020 | MEETING MINUTES

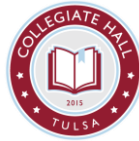
ATTENDEES: DAVID POARCH, OLIVIA MARTIN, RICK HUCK, AMBER MASTERS, CB ROWAN, MICHAEL DUPONT, ANNABEL JONES

ABSENT: SARAH JANE GILLET, LINDSAY BENNEFIELD

OTHERS: NIKHIL KAWLRA, RACHEL TRAMPLER, CAITLIN HASKINS, CAMERON SEGER, KANDI WILSON, CASSIE REESE TIPTON

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, OM, RH, AM, CB, MD, AJ Nay: - Abstain: -
III	2 min.	Public Comments	No public comments.	
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: RH Second: MD Aye: DP, OM, RH, AM, CB, MD, AJ Nay: - Abstain: -
V	2 min.	Board Chair Report	Thank you all for coming tonight. As you know, the TPS Board elections went into a runoff for seat 5 and seat 6. Please keep an eye on those elections and, if you live in those communities, please vote! The enrollment window is now closed. The team has been working hard on recruiting new students.	



			<p>Than you to those that were able to help support this effort.</p> <p>We are light on committee reports this month, please make sure all committees are meeting regularly. Please also bring in people from tours!</p>	
VI	10 min.	Presentation of Monthly Financials	<p>Did have financials this month. Need to send TLI money, will go at the end of this month.</p> <p>We did get 25K in donations from the Frank Foundation and Viersen Family Foundation.</p> <p>We're starting to work on the elementary school and middle school budget, and we'll stress test with decreased enrollment and increased rent/transportation costs.</p>	
VII	10 min.	Academic Performance Committee Report	<p>Small but mighty crew at the committee meeting this month. We've got 100% sponsored for juice and donuts for OSTP. We have a goal of 15 proctoring sessions, so far we are at 10/15. It's from 7:45 – 10:30.</p>	
VIII	10 min.	Development Committee	<p>Time to create a strategy for the year. We have put in place regular meetings. We'll had a "friendraiser" to support our main fundraiser and bring in books to stock our</p>	



			<p>classroom libraries. Goal of 50 attendees.</p> <p>Also met with Coretz Family Foundation this month. Meeting went well, and we'll turn a proposal in over the next couple weeks.</p>	
IX	5 min.	Head of School Report	<p>Main focus has been enrollment for next year; we continue to enroll new students for this year. We're also working on budgets and planning for our elementary expansion.</p>	
X	10 min.	Enrollment Analysis	<p>Looked at presentation of applications, including total applicants at each grade level across the district and charter schools.</p>	
XI	10 min.	Enrollment and Budget Planning	<p>Discussed three questions:</p> <ol style="list-style-type: none"> 1. What trends do we notice upon analyzing the data? 2. What questions does this raise? 3. How might the Collegiate Hall game plan for the next enrollment cycle? 	
XII	10 min.	Executive Session (Facilities Search)		
XIII	2 min.	New Business	<p>No new business was discussed.</p>	
XV	2 min.	Adjournment		<p>First: AJ Second: RH Aye: DP, OM, RH, AM, CB, MD, AJ Nay: - Abstain: -</p>



ACADEMIC PERFORMANCE COMMITTEE REPORT

1. Attendance

- a. Amber Masters
- b. Delia Kimbrel
- c. David Poarch
- d. Caitlin Haskins
- e. Kevin Vincent

2. Oklahoma State Testing Program (OSTP) Strategy/Updated Perspective: We met before COVID-19. We wanted to share the updates we had in early March, and we recognize the world is different now. We don't know if state testing will be impacted, but given the school closures it is a possibility. We will be watching and adjusting our strategies accordingly.

- a. Board's role
 - (a) Sponsor Donuts and Juice for Saturday School → 100% of slots filled!
 - (b) Proctor → 20 Board slots are filled to proctor!
 - (c) Support hype events → We will likely do less events as a board, and more purchasing of small tokens to support students. Things like t-shirts, pencils, erasers, and mints are top of mind for us.

3. Goal Setting, Progress Monitoring, and Board Support: The more we explore the dashboard, the more we realized we need to have a discussion about what goals are most important to our school, and what are the ways in which we can answer the question, "Are we on track to our goals?" As we grow, it will be even more important to be clear on these two things given the staffing structure and management structure will become more complex. As a committee, we brainstormed the categories we feel are most important- academics, school culture, teacher culture, and Family/community engagement. Nikhil is working on sharing the school goals that align to these things with our committee, and we hope to bring a draft to the full board in April.

4. What's coming in April?

- a. Review the annual goal setting work Nikhil and team are engaging in
- b. Contingency planning for the end of the school year



HEAD OF SCHOOL REPORT

Budget Proposal

- Before the closure, we were expecting a \$60 decrease in per pupil revenue from the state department of education
- Feel we can get to full enrollment in Pre-K, K, and 5-7. Fourth grade remains the major challenge (below).
- Need to invest in recruitment (students) and development

Elementary Update

- Have hired 4 positions (including 3 leadership positions)
- Major next steps:
 - o Staff hiring
 - o Facility preparedness
 - o Student recruitment
- Have engaged with BEST and their consultants to get feedback on our plan
- Have selected curriculum for Pre-K and kindergarten

COVID-19 Update

- Nikhil has been sending updates regularly to the team and sending them to the board.
- State Department of Education has successfully applied for a waiver to not take the OSTP or have state report cards.
- School may be closed throughout the duration of the year; we'll begin planning for virtual instruction in the coming week with a working group of teachers and leaders.
- We have assembled a task force of teachers and leaders to identify Collegiate Hall's next steps to support students academically and socially

Enrollment Update

- Current Enrollment:
 - o 26/60 Pre-Kindergarten Students*
 - o 20/60 Kindergarten Students*
 - o 12/60 Fourth Grade Students
 - o 60/60 Fifth Grade Students (47 current students + 13 placed)
 - o 67/60 Sixth Grade Students (49 current students + 18 placed)
 - o 70/60 Seventh Grade Students (48 current students + 22 placed)
 - o 51/60 Eighth Grade Students
- Planning for second push to ensure that we're ready to recruit students, especially in Pre-K and Kindergarten

*Our most recent data indicates that less than 50% of Pre-K and Kindergarten students have applied district-wide.