



BOARD OF DIRECTORS ORGANIZATIONAL MEETING

Monday, September 8, 2014

6:30 pm – 7:30 pm

AGENDA

	Action	Item
I		Welcoming Comments
II	VOTE	Approval of Bylaws
III	VOTE	Approval of Officers
IV	VOTE	Appointment of Head of School
V	VOTE	Approval of Budget
VI	VOTE	Approval of Board Policies
VII	VOTE	Approval of Leadership Sustainability Plan
VIII	VOTE	Secretary's Report— Calendar Approval
IX	INFO	Head of School's Report
X	INFO	Governance Committee Report
XI	INFO	Finance Committee Report
XII	INFO	Academic Achievement Committee Report
XIII	INFO	Development Committee Report
XIV		Further business
XV		Adjournment

ATTACHMENTS

- A. BOARD POLICIES
- B. CONFLICT OF INTEREST POLICY
- C. BOARD OF DIRECTORS JOB DESCRIPTION
- D. BOARD OFFICERS DESCRIPTIONS
- E. SUBCOMMITTEE JOB DESCRIPTIONS
- F. STUDENT ADMISSIONS FORM
- G. BYLAWS AGREEMENT SHEET
- H. SLATE OF OFFICERS
- I. HEAD OF SCHOOL JOB DESCRIPTION
- J. HEAD OF SCHOOL LETTER OF AGREEMENT
- K. OPERATING BUDGET
- L. LEADERSHIP SUSTAINABILITY PLAN
- M. 2014-2015 SCHOOL YEAR CALENDAR
- N. HEAD OF SCHOOL REPORT



BOARD POLICIES



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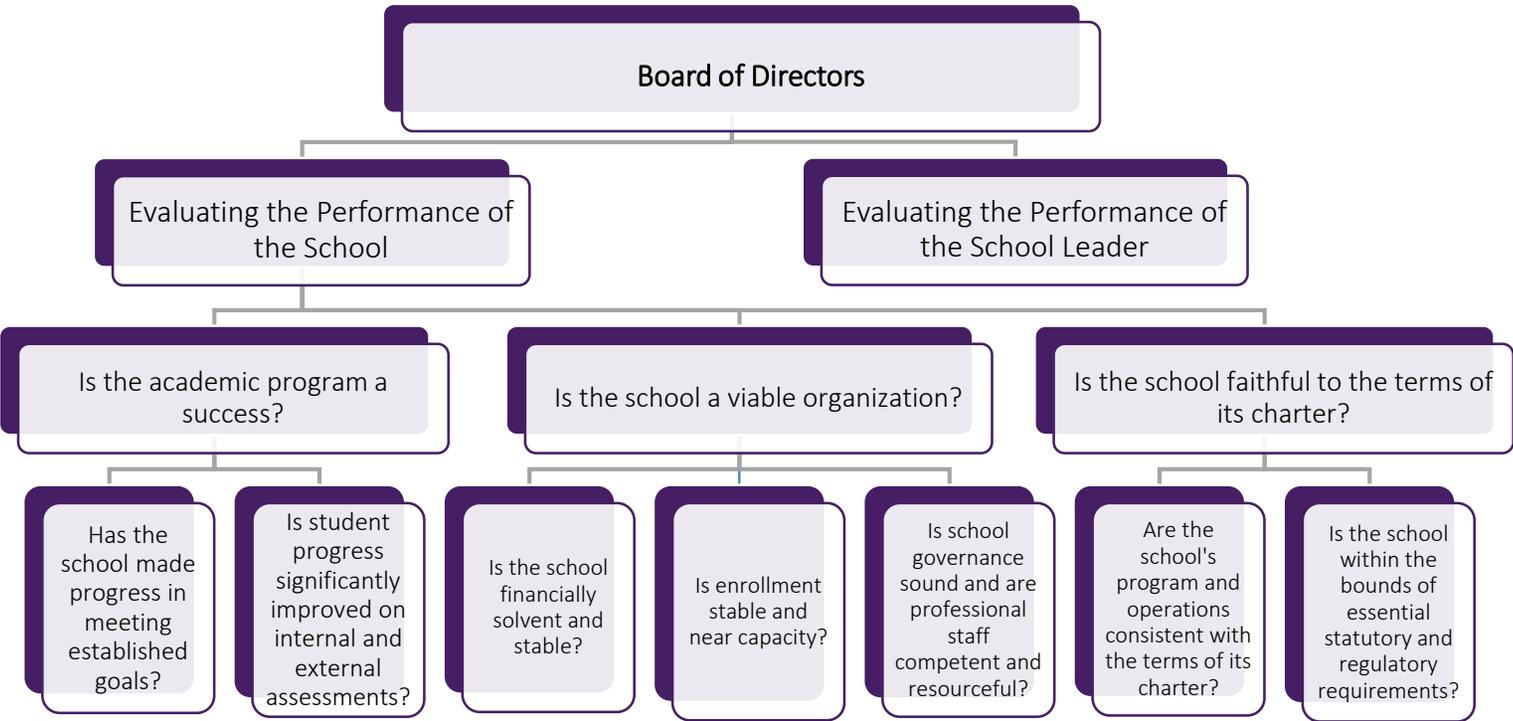
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OVERVIEW – RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The Board of Directors holds the charter for Tulsa Honor Academy Charter School, pursuant to the Oklahoma State Charter School Act. The Board is an organized group of volunteers who, collectively, are legally and ethically accountable to the community and the state for the health, vitality, and effectiveness of our organization. The primary role of the Board is “governance.” Governance encompasses legal responsibilities, general and academic oversight, planning and policy-making, and meeting fiduciary requirements.

The Tulsa Honor Academy Board Policy Manual contains the policies used to effectively govern the organization for the purpose of creating a high quality public charter school for the students and families of East Tulsa.





I. THE SCHOOL

1.01 MISSION, VISION, AND CORE BELIEFS

Mission: Tulsa Honor Academy Charter School equips all scholars in grades five through eight with the academic skills, content knowledge, and ethical character required for college graduation and life success.

Vision: At Tulsa Honor Academy, our vision is to develop successful college graduates who will become well-rounded, engaged citizens who will transform their communities. Tulsa Honor Academy ensures that students are on a path to college, beginning in fifth grade. We believe all children, regardless of race, background, or income, can achieve at high levels. Through a structured, disciplined, and academically rigorous environment, our students will be prepared to live a life of excellence, independence, and purpose. We will prepare our students to succeed in college and beyond by urgently pursuing rigorous academic goals, exposing them to life's opportunities, and laying the foundation for strong, ethical character.

Core Beliefs: At Tulsa Honor Academy, At Tulsa Honor Academy, we believe that through a rigorous academic design and a strong character development program, our scholars can achieve excellence.

Further, we believe that:

- all students can achieve at the highest levels;
- all students can achieve in a highly structured, rigorous, joyful school environment; and
- all students can achieve when given appropriate supports; and

How We Get There: Tulsa Honor Academy will accomplish our mission and vision through seven core principles:

1. **Highly Structured Environment:** We will provide an environment that is strict and warm. A disciplined environment will provide the structure through which students will be able to focus on their academics, foster a sense of pride in their school and their work, and be inspired towards an ambitious future.
2. **Academic Rigor:** A strong academic curriculum with a focus on literacy and math is key to a college preparatory school. We will develop standards-based curriculum aligned with state and national standards that meets students where they are and pushes them to meet and exceed grade level expectations.
3. **Character Development:** A strong ethical character is necessary for success in college and life, and character traits that underpin school success are shown to be particularly important for students growing up in economic challenge. To support our students' growth and achievement, we will establish a character development program founded on the core values of Courage, Responsibility, Enthusiasm, Determination, Integrity, and Team.
4. **Well Trained, Mission-Driven Teachers:** Rigorous curriculum and meticulous systems and procedures are irrelevant without strong teachers to execute on them. We will hire and train teachers of the highest caliber — hardworking, intelligent individuals who will execute on our

vision as members of a mission-driven team. Teachers will have twenty days of annual summer professional development (PD), 2.5 hours of weekly PD, and six data days throughout the year to reflect on achievement data as well as plan instructional lessons and student supports.

5. **Strategic Use of Data:** Data will be used daily and weekly to ensure student achievement. Trimester-based assessments will measure progress towards annual absolute and growth goals. Students and their advisors will set and track daily, weekly, monthly, and yearly goals to measure progress.
6. **More Instructional Hours:** We will have an extended school day, providing an additional 1.75 hours of instruction as compared to the schedule of a traditional school day, and we will provide an extended annual calendar (181 days) for 12 additional instructional days.
7. **Parent Involvement:** We will maintain pro-active and consistent communication with families through annual home visits for all new families and orientations for all families, weekly progress reports that outline academics and values-based character, monthly Parent University Nights, and trimester Report Cards and teacher meetings.

1.02 SCHOOL LEGAL STATUS

Tulsa Honor Academy Charter School is an Oklahoma charter school organized pursuant to the Oklahoma Charter Schools Act. Tulsa Honor Academy will operate pursuant to a charter being granted by the Tulsa Public Schools Board of Directors upon charter application approval.

Under the Oklahoma Charter Schools Act, Tulsa Honor Academy is a public school, and its status as a nonprofit corporation does not affect its status as a public school. However, for governance, finance, and administrative purposes, Tulsa Honor Academy operates as an Oklahoma nonprofit corporation. The nonprofit's Articles of Incorporation and non-profit status are provided as addendum to this manual.

1.03 NON-DISCRIMINATION POLICY

Tulsa Honor Academy Charter School provides equal opportunities without regard to race, color, national origin, gender, age, disability, sexual orientation, family situation, religion, political affiliation, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Any complaints or allegations of any violation of this statement should be immediately directed in writing to Elsie Urueta (or her designee), Tulsa Honor Academy Head of School.



II. THE BOARD

2.01 BYLAWS

ARTICLE I

Name, Location, Mission and Objectives

Section 1: The name of the organization will be Tulsa Honor Academy Charter School ("Tulsa Honor Academy").

Section 2: The initial principal location of Tulsa Honor Academy shall be at:

10 N. Greenwood Ave #N207
Tulsa, OK 74120

Tulsa Honor Academy may also have offices at such other places as the Board of Directors (Board) shall determine the business of Tulsa Honor Academy requires; provided, however, that the registered office be registered with the Secretary of State of Oklahoma and the agent so registered be located at the same address, or otherwise as provided by the Board of Directors.

Section 3: The corporation is a non-profit corporation organized under the laws of the state of Oklahoma, and its purposes are exclusively educational as set forth in the Certificate of Incorporation. The purposes for which the Tulsa Honor Academy is organized are to equip students in grades five through eight with the academic skills, content knowledge, and ethical character required for college graduation, and life success.

Section 4: If, for any reason, the organization should dissolve, upon dissolution of the organization assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Section 5: The corporation is formed for the purposes of operating one or more charter schools under the Oklahoma Charter Schools Act, 70 Okla. Stat. §§3-130, et seq., and as such will adhere at all times to the provisions set forth in that Act, both in its current form and as it may be amended or altered from time to time. In particular, and pursuant to 70 Okla. Stat. §3-136(A0(16)), the School is subject to and shall therefore comply with the provisions of both the Oklahoma Open Meeting Act, 25 Okla. Stat. Ch. 8, §§303, et seq., and the Oklahoma Open Records Act, 51 Okla. Stat. §§24A.1, et seq.

ARTICLE II

Members

Tulsa Honor Academy does not have members. While persons who associate or attend programs of, participate in, contribute to, or benefit from Tulsa Honor Academy may be referred to as “member,” no rights, voting or otherwise, will inure to such person.

ARTICLE III

Board of Directors

Section 1: The Board of Directors (“the Board”) shall consist of at least seven (7) Directors and no more than fifteen (15) Directors. All Directors shall have identical rights and responsibilities. The Head of School will be an advisory, non-voting member of the Board (*ex officio*).

Section 2: Board members shall be sought who reflect the qualities, qualifications and diversity determined by the Board delineated in the Job Description of the Board of Directors.

Section 3: The Tulsa Honor Academy nominating committee, known as the Governance Committee, shall present a slate of potential Directors and officers for election by the Board of Directors. This slate shall be presented at the annual meeting of the Board.

Section 4: Directors shall serve a term of three (3) years from the date of their appointments, or until their successors are seated. A full three-year term shall be considered to have been served upon the passage of three (3) annual meetings. After election, the term of a Director may not be reduced, except for cause as specified in these Bylaws. No Director shall serve more than two (2) consecutive, three-year terms. Directors shall serve staggered terms to balance continuity with new perspective.

Section 5: The initial Board of Directors will serve staggered terms. The initial Board shall consist of at least two Directors who will serve a one-year term (ending in Spring 2016), at least two Directors who will serve a two-year term (ending in Spring 2017), and at least two Directors will serve a three-year term (ending in Spring 2018).

Section 6: Any vacancy occurring in the Board of Directors and any position to be filled by reason of an increase in the number of Directors may be filled, upon recommendation of a qualified candidate by the Governance Committee, by two-thirds (2/3) vote of the seated Directors. A Director elected to fill the vacancy shall be elected for the unexpired term of his/her predecessor in office.

Section 7: A Director may resign at any time by filing a written resignation with the Chair of the Board.

Section 8: The Board may remove any Officer or Director by majority vote of the entire Board of Directors at any regular or special meeting of the Board, provided that a statement of the reason or reasons shall



have been mailed by Registered Mail to the Officer or Director proposed for removal at least thirty (30) days before any final action is taken by the Board. This statement shall be accompanied by a notice of the time when, and the place where, the Board is to take action on the removal. The Officer or Director shall be given an opportunity to be heard and the matter considered by the Board at the time and place mentioned in the notice.

Section 9: Members of the Board of Directors:

- a. Shall receive no payment of honoraria, excepting reimbursement for expenses incurred in performance of voluntary Tulsa Honor Academy activities in accordance with Tulsa Honor Academy policies.
- b. Shall serve Tulsa Honor Academy with the highest degree of undivided duty, loyalty, and care and shall undertake no enterprise to profit personally from their position with Tulsa Honor Academy.
- c. The Code of Conduct, Conflict of Interest and Confidentiality policy statements bind all participants in Board work. The Board of Directors of Tulsa Honor Academy will adhere to the same Conflict of Interest Policy as the Board of Education for Tulsa Public Schools in compliance with the procedure prescribed in Oklahoma State statute Title 70, Section 3-136.
- d. No Board member should use his/her affiliation with Tulsa Honor Academy for private or personal advantage. No Board member should have any outside business interests which might, in fact or appearance, interfere with the individual's loyalty to Tulsa Honor Academy. No Board member should have any interest or association that interferes with, or appears to impair, the independent exercise of the judgment in the best interests of Tulsa Honor Academy.
- e. The Corporation shall indemnify each present, former and future Board member, officer or member of a committee appointed by the Board of Directors (herein the "committee member"), for all reasonable expenses incurred in the proceeding if the person was a party because he or she is or was a Board member, officer or committee member of the Corporation.

ARTICLE IV

Officers

Section 1: There shall be four (4) elective Officers of the Board: a Chair, a Vice Chair, a Secretary, and a Treasurer.

Section 2: The Secretary shall: (a) keep the memoranda of the Board of Directors' meetings in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the corporate records of the School; (d) ensure that all annual filings are made to both the state and federal governments as required by law, with the exception of tax documents; and (e) in general perform all duties incident to the office of

Secretary and have such other duties and exercise such authority as from time to time may be delegated or assigned to him/her by the President or by the Board of Directors.

Pursuant to the Oklahoma Open Meeting Act, specifically 25 Okla. Stat. §312, the Secretary shall keep the Board's proceedings in the form of written minutes, which shall be an official summary of the proceedings showing clearly those members present and absent, all matters considered by the Board, and all actions taken by the Board. The minutes of each meeting shall be open to public inspection and shall reflect the manner and time of notice required by the Oklahoma Open Meeting Act.

In the written minutes of an emergency meeting, the nature of the emergency and the proceedings occurring at such meeting, including reasons for declaring such emergency meeting, shall be included.

Section 3: The Governance Committee shall present a slate of Officers to the Board of Directors. The nominated Officers shall be drawn from among the members of the Board of Directors. The election of Officers shall be held at the annual meeting of the Board.

Section 4: The newly elected Officers shall take office on July 1 following the close of the meeting at which they are elected and the term of office shall be one year, or until respective successors assume office. A Director may serve more than one (1) term in the same office, but not more than three consecutive terms in the same office.

Section 5: In the event that the office of the Chair becomes vacant, the Vice-Chair shall become Chair for the unexpired portion of the term. In the event that the office of Vice-Chair or Secretary-Treasurer becomes vacant, the Chair shall appoint interim Officers to fill such vacant offices until a scheduled meeting of the Board can be held.

ARTICLE V

Meetings

Section 1: The Board of Directors of the Corporation may hold meetings both regular and special, and for emergency purposes as described in Section 5.4 of these Bylaws. The annual meeting will be held in June each year. There shall be at least 9 other regular meetings of the Board held each year. Pursuant to 25 Okla. Stat. §303, all meetings shall be held at specified times and places which are convenient to the public and shall be open to the public. All meetings shall be preceded by advance public notice specifying the time and place of each such meeting to be convened as well as the subject matter or matters to be considered at such meeting.

Section 2: Regular meetings of the Board of Directors shall be held at such time as the Board Chair directs.

Notice of all regular meetings shall be given by the manner and means prescribed in Section 5.1 of the Bylaws. Such notice shall be given to Directors at least seven (7) days in advance of such meetings, and shall state the place, date, hour and business to be transacted, and the purpose of such meeting.

Under the Oklahoma Open Meeting Act, 25 Okla. Stat. §311, public notice must be given, in writing, by December 15 of each calendar year of the schedule showing the date, time and place of the regularly scheduled meetings for the following calendar year. In addition to the advance public notice in writing required to be filed for regularly scheduled meetings, the Board shall, at least twenty-four (24) hours prior to such meetings, display public notice of said meeting, setting forth thereon the date, time, place and agenda for said meeting, such twenty-four (24) hours prior public posting shall exclude Saturdays and Sundays and holidays legally declared by the State of Oklahoma; provided, however, the posting of an agenda shall not preclude the Board from considering at its regularly scheduled meeting any new business. Such public notice shall be posted in prominent public view at the School's principal office or at the location of said meeting if no office exists. "New business," as used herein, shall mean any matter not known about or which could not have been reasonably foreseen prior to the time of posting.

Section 3: Subject to the requirements of Section 5.5 herein, special meetings of the Board of Directors may be called by the Chair or upon written request to the Chair by a majority of the Board of Directors. Such requests shall be addressed to the Secretary.

Notice of any special meeting shall be given by the manner and means prescribed in Section 5.8 of the Bylaws. Such notice shall be given in accordance with the provisions of the Oklahoma Open Meeting Act, 25 Okla. Stat. §311(A) (11).

Section 4: The Board may also call emergency meetings when certain circumstances arise. For purposes of the Oklahoma Open Meeting Act, an emergency is a situation involving injury to persons or injury and damage to public or personal property or immediate financial loss when the time requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury or damage or immediate financial loss.

Pursuant to 25 Okla. Stat. §311(A)(12), should an emergency meeting be necessary, the person calling such a meeting shall give as much advance public notice as is reasonable and possible under the circumstances existing, in person or by telephonic or electronic means.

Section 5: Executive sessions must adhere strictly to the requirements regarding procedures, purposes, notice and so forth as stipulated in the Oklahoma Open Meeting Act, specifically 25 Okla. Stat. §307.

Pursuant to 25 Okla. Stat. §311(B)(2), agendas for executive sessions must contain sufficient information for the public to ascertain that an executive session will be proposed, must identify the items of business and purposes of the executive session, and state specifically the provision of 25 Okla. Stat. §307 authorizing the executive session.

Section 6: One-half of the Directors then in office shall constitute a quorum for the transaction of business at any regular or special meeting of the Board of Directors, except where otherwise required by these Bylaws.

Section 7: The Board shall select its own meeting format in any method allowed by the laws of the state of Oklahoma. Any such meeting, whether regular or special, complying with Sections 1 through 5 of Article V shall constitute a meeting of the Board of Directors and shall subscribe to the policies, procedures, and rules adopted by the Board.

Section 8: Notice of all regular and special meetings of the Board, an agenda of all items to be discussed at such meetings, and agenda support materials shall be circulated to all Directors prior to the meeting. Any Director may waive notice of any meeting. The attendance of a Director at any meeting also shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 9: An absentee Board member may not designate an alternate to represent him or her at a Board meeting. A member of the board may be deemed to be present for purposes of achieving a quorum and may cast a vote if he/she grants a signed, written proxy to another board member who is present at the meeting. The proxy must direct a vote to be cast with respect to a particular proposal that is described with reasonable specificity in the proxy. No other proxies are allowed.

ARTICLE VI

Committees and Task Forces

Section 1: A Board resolution shall appoint committees or task forces of the Board, except the Governance Committee. Committees may be composed of Directors or community members, or both. The Board may prescribe the need and/or the composition of such committees.

Section 2: There shall be a standing nominating committee, known as the Governance Committee. This committee shall be composed of at least three (3) persons elected by the Board of Directors at its annual meeting. Each committee member shall serve a term of two (2) years, and these terms shall be staggered to ensure continuity of committee membership. The committee shall elect its own chair.

Section 3: The duties of the Governance Committee shall be:

- a. to study the qualifications of candidates and present a slate of the best qualified as nominees for the vacant Director positions on the Board;
- b. to present a slate of nominees for Officers to the Board for election at the annual meeting;
- c. to recommend candidates to the Board to fill vacancies that arise outside the regular nominating process;
- d. to provide ongoing orientation to Directors;
- e. to oversee a Director assessment process to ensure optimum performance; and

- f. to recommend the appointment of a past Chair to the Board, if necessary, in the interests of continuity.

ARTICLE VII

Records

Section 1: The School and its Board are subject to the Oklahoma Open Records Act, and Article VII of these Bylaws outlines those statutory requirements.

Section 2: “Record” and its exceptions are defined in 51 Okla. Stat. §24A.3(1), and the Board shall refer to this statute in deciding whether material is to be considered a “record” for the Open Records Act purposes.

Section 3: Under 51 Okla. Stat. §24A.4, in addition to other records which are kept or maintained, the Board has a specific duty to keep and maintain complete records of the receipt and expenditure of any public funds reflecting all financial and business transactions relating thereto, except that such records may be disposed of as provided by law.

Section 4: Generally, all of the Board’s records are to be open for inspection. The Board shall take vigilant notice of the exceptions, procedures, and fees associated with inspection and copying outlined in 51 Okla. Stat. §24A.5.

Section 5: In addition to the exceptions noted in Section 7.4 of this Article, certain of the Corporation’s records may also be kept confidential. The Board shall consult the Open Records Act for more details.

Subject to the specific statutory-prescribed circumstances, this includes personnel records (51 Okla. Stat. §24A.7), Board members’ personal notes (51 Okla. Stat. §24A.9), library and archival material (51 Okla. Stat. §24A.11), records obtained from the federal government or from federal legislation (51 Okla. Stat. §24A.13), personal communications received by Board members from “a person exercising rights secured by the Constitutions of the State of Oklahoma or the Constitution of the United States” (51 Okla. Stat. §24A.14), and information relating to terrorism (51 Okla. Stat. §24A.28). Other confidential records are described in 51 Okla. Stat. §24A.19.

More specifically, pursuant to 51 Okla. Stat. §24A.16, the School and its employees may keep confidential all individual student records, teacher lesson plans, tests and other teaching material, and personal communications concerning individual students. However, statistical information not identified with a particular student and directory information is open for inspection, as statutorily mandated.

ARTICLE VIII

Fiscal Year

The fiscal year of Tulsa Honor Academy shall begin on July 1 of each calendar year and terminate on June 30 of the following calendar year.

ARTICLE IV

Rules of Order

In case of conflict or challenge, the rules of order in the current edition of Robert's Rules of Order shall govern the conduct of all meetings of Tulsa Honor Academy.

ARTICLE X

Amendments

These Bylaws may be amended at a regular meeting by a two-thirds vote of all Directors then in office; provided that notice of the proposed amendment, together with a copy thereof, is mailed to each Director at least fifteen (15) days prior to the meeting at which the amendment is to be considered.

APPROVED AND RATIFIED as of this 8th day of September, 2014, by the undersigned, constituting all of the directors of the School.

Decision and Policy Making

2.02 DECISION MAKING

Tulsa Honor Academy Charter School has been created to serve students. All decisions by the Board of Directors and the administration should be made within the parameters of the mission and vision of the school, always keeping in mind the interest of students.

2.03 POLICY MAKING

1. The Board shall be solely responsible for adopting, repealing or amending policies for Tulsa Honor Academy Charter School. Action by the Board shall be accomplished as set forth in the bylaws.
2. Proposals for adopting, repealing or amending policies for Tulsa Honor Academy may be made in writing by any member of the Board or by any parent or student submitted through an administrator

of the school. When appropriate, policy change proposals shall include adequate information concerning potential fiscal impact on the school.

3. Except in cases of special need, the Board shall follow the following procedure in adopting, repealing or amending policies at Tulsa Honor Academy:
 - (a) The First Reading. The proposed policy shall be submitted for approval on first reading at a regular or special meeting of the Board called for that purpose. The proposed policy shall be contained in the Board packet distributed prior to the meeting. At first reading the Board shall receive public comment and comments from the sponsor of the proposed policy. A vote of the Board will be taken after the reading, and if the amendment receives a simple majority vote of the Directors present at the meeting, it will be placed on the agenda for a second reading at the next meeting of the Board.
 - (b) The Second Reading. If the proposed policy is approved on first reading, it will be placed on the agenda and considered at the next regular or special meeting of the Board called for that purpose. No amendment shall be adopted at second reading unless the amendment receives a two-thirds vote of the Directors present at the meeting. If the proposed policy is adopted upon second reading it shall become a policy of Tulsa Honor Academy, and the Policy Manual shall be amended accordingly.
 - (c) Special Need. Upon a two-thirds (2/3) vote of the Directors present at a regular or special meeting called for that purpose, a special need may be declared. If a special need is declared, a policy may be adopted on first reading.
 - (d) A proposed policy should reference the policy provision it will be amending. Ideally, the entire policy will be reprinted with new language in all caps, and language to be deleted lined out. New policies should include the proposed table of contents, policy title, and code number.

2.04 BOARD REVIEW OF ADMINISTRATIVE PROCEDURES

1. The Board recognizes that its role is to ensure that Tulsa Honor Academy is well managed, not to manage Tulsa Honor Academy. The Head of School shall be responsible for the day-to-day administration of affairs of Tulsa Honor Academy and shall manage all activities of the school as prescribed by the Board. As a result, the Board need not review administrative policies and regulations in advance of issuance except as required by law. However, the Board should approve in advance any highly sensitive matters of policy and/or regulations that have the potential to impact its duties and obligations to Tulsa Honor Academy and/or the Oklahoma Department of Education. To that end, the Head of School shall exercise his or her discretion to identify and bring to the Board's attention any such policies and regulations prior to issuance.
2. Administrative policies and regulations should reference existing Board policy when applicable. The Board reserves the right to review administrative policies and regulations at its discretion. However, the Board shall revise or veto such regulations only when, in its judgment, such regulations are inconsistent with the Board's policies.

Attendance

2.05 BOARD ATTENDANCE POLICY

Purpose. This policy was developed with the recognition that Board membership is voluntary and that individual members contribute their time and energy in different ways. However, because Board meetings are the only forum during which the Board can discuss and vote on major school policies and decisions, attendance at these meetings carries a special importance. All Board members will receive a copy of this policy to ensure that everyone is properly informed about the expectations for Board attendance.

Definitions. *“Notified” Absence:* For absence to be “notified,” a Board member must notify the person running the meeting (usually Chair or Vice-Chair) by 12:00pm the day of the meeting that s/he will be absent. *“Un-notified” Absence:* For absence to be “un-notified,” a Board member failed to notify the person running the meeting (usually Chair or Vice-Chair) by 12:00pm of meeting day that s/he will be absent.

Board Attendance Problem. If any of the following conditions exist, it is considered a Board attendance problem: (1) the member has two *“un-notified”* absences in a row; (2) the member has three *“notified”* absences in a row; or (3) the member misses one third of the total number of Board meetings during one of their term years.

Process for Responding to a Board Attendance Problem. The Board Secretary will keep track of Board member attendance through Board meeting minutes and will provide this information to the Chair. The Chair will directly contact a Board member at risk of potentially violating the policy to issue both verbal and written warning as well as discuss the problem. If a Board member does violate the policy, the Chair will bring this to the Board’s attention for discussion, after which point a majority vote will be held to determine possible termination from the Board.

2.06 PUBLIC ATTENDANCE AT BOARD MEETINGS

1. Tulsa Honor Academy desires to provide opportunities for any member of the community to express interest in and concern for the school. Accordingly, the public is cordially invited to attend all open meetings of the Board. A pre-scheduled time for public comment shall be a part of every regular Board meeting. The Board reserves the right to establish reasonable time limits for such public comment.
2. Meetings are closed to the public only when the Board is meeting in executive session. An executive session may be called only to discuss matters not appropriate for public discussion, as defined under Oklahoma law. An executive session may be called only upon the affirmative vote of two-thirds of the quorum present. No formal action of the Board may be taken in any executive session.
3. Persons who wish to make requests, presentations, or proposals to the Board should direct any inquiry to the Head of School, who will respond according to the following procedures:

- (b) The Head of School will consult with the Board Chair and, if appropriate, other Board members about including the request on the agenda for the next regularly scheduled Board meeting.
 - (c) If the item is included on the agenda, the Board will receive in their packet for the next regularly scheduled meeting written information directly from the person making the request. If specific Board action is being requested, that action should be in the written document.
 - (d) The person may present their information orally to the Board when the agenda item is discussed. The Board reserves the right to establish reasonable time limits for public comment and presentations.
4. Notice of meetings of the Tulsa Honor Academy Board shall be posted in the school offices and on the school website at least 24 hours prior to the meeting and in full compliance with all public meeting laws in the state of Oklahoma.

Committees

2.07 STANDING COMMITTEES

1. **Academic Achievement Committee** – The Academic Achievement Committee will be responsible for reviewing school assessment policies and procedures and ensuring that those policies conform to district and state standards. The Academic Achievement Committee is also responsible for reviewing results of school assessment programs, reporting findings to the Board and, when applicable, proposing changes in policy indicated by assessment findings
2. **Finance Committee** – The Finance Committee is responsible for reviewing and submitting an annual balanced budget to the Board and, after Board approval, making the budget available to the public. The Finance Committee will also oversee preparation of the annual report, including audited financial statements, and other exhibits required by the Oklahoma Department of Education, and make them available to the public as stated in Oklahoma law.
3. **Governance Committee** – The Governance Committee is responsible for setting criteria for Board election, and identifying and evaluating candidates for the Board of Directors. The Governance Committee will present a slate of candidates for election to the Board at least once annually. Election will be by a simple majority of the sitting Board. The Governance Committee will also conduct the Board self-evaluation, described in Section 2.13.
4. **Development Committee** – The Development Committee is responsible for ensuring that Tulsa Honor Academy’s total development program is in concert with the organization’s strategic direction and needs. The committee serves as the mechanism by which Board members and other volunteers are involved in the fundraising process.

2.08 SPECIAL TASK FORCES TO THE BOARD

1. The primary purpose of any special task force to the Board is to contribute to the overall mission of the school by conducting studies, identifying problems, or developing recommendations to assist the Board in making decisions. The ultimate authority to make those decisions, however, will be the Board’s as required by law.

2. A special task force may be formed by the Board at such times and for such purposes as the Board may deem necessary. They will be given a clear objective, and will be dissolved upon accomplishing that objective.
3. Members of a special task force will be chosen by the Board and should include individuals who have shown an interest or who have special knowledge or expertise related to the task force's objective.

Fundraising

2.09 BOARD FUNDRAISING POLICY

The Tulsa Honor Academy Board of Directors is a fully giving Board. Board members are expected to give an annual monetary gift to Tulsa Honor Academy and are asked to make Tulsa Honor Academy a priority in their personal giving. Board members are expected to be involved in fundraising by using their personal and business connections when appropriate, by soliciting funds when appropriate, by serving on fundraising committees, and by attending fund-raising events.

Board Development

2.10 BOARD ELECTION PROCEDURES

The Governance Committee shall prepare and submit to the Board a report of the nominees it recommends for election to the Board. The number of seats available shall be determined in accordance with the by-laws. Whenever possible, nominated board member credentials will be presented one meeting prior to their election. Board members will be elected by a simple majority of the quorum present at the meeting during which elections are held. Each director shall serve from the next scheduled Board meeting after the election until the end of his or her term as determined by the Board.

2.11 BOARD SELF EVALUATION

The Board believes that efficient and effective performance of the Board itself can have a significant impact on the overall success of the school and is an essential component of good governance. Therefore, the Board will conduct an annual evaluation of its own work. The Governance Committee will conduct the evaluation. This Committee shall determine the format of the evaluation, but it must include a formal written evaluation. The evaluation process should be designed to encourage constructive feedback aimed at improvement.

Indemnification

2.12 INDEMNIFICATION POLICY

The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Corporation) by reason of the fact that s/he is or was a Director, officer, employee, or agent of the Corporation, or is or was serving at the request of the Corporation as a Director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise. This indemnification includes expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit, or proceeding if s/he acted in good faith and in a matter s/he reasonably believed to be in or not opposed to the best interests of the Corporation. With respect to any criminal action or proceeding, s/he must also have had no reasonable cause to believe his/her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner in which s/he reasonably believed to be in or not opposed to the best interest of the Corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe the his/her conduct was unlawful.

Tulsa Honor Academy will purchase and maintain Directors and Officers Liability Insurance (often called D&O), liability insurance payable to the directors and officers of a corporation, or to the organization(s) itself, as indemnification (reimbursement) for losses or advancement of defense costs in the event an insured suffers such a loss as a result of a legal action brought for alleged wrongful acts in their capacity as directors and officers. Such coverage can extend to defense costs arising out of criminal and regulatory investigations/trials as well; in fact, often civil and criminal actions are brought against directors/officers simultaneously.

III. ETHICS

3.01 CONFLICT OF INTEREST POLICY

1. Board members shall serve without compensation, but may be reimbursed, with prior approval, for any necessary expenses incurred by them in performing their duties as members of the Board.
2. Any contract with the school involving a member of the Board, the Board member's family, or the Board member's place of work shall be considered by the full Board with the interested member abstaining. Each Board member is responsible to make known to the Board any circumstances that could involve a potential conflict of interest.
3. Salary and other remuneration received from the school by ex-officio Board members shall not be considered a conflict of interest for the purposes of this policy. However, *ex-officio* members shall abstain from votes involving the level of such remuneration.
4. A full Conflict of Interest Policy containing Board Member signatures shall be on file at all times.

3.02 CONFIDENTIALITY POLICY

It is the policy of Tulsa Honor Academy that directors and employees may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with Tulsa Honor Academy to any person, including relatives, friends and business and professional associates, other than to persons who have a legitimate need for such information and to whom Tulsa Honor Academy has authorized disclosure. Directors and employees shall use confidential information solely for the purpose of performing services as a trustee or employee for Tulsa Honor Academy. This policy is not intended to prevent disclosure where disclosure is required by law.

Directors and employees must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, trustees and employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a Director's term in office or upon termination of an employee's employment, he or she shall return, at the request of Tulsa Honor Academy, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

3.03 NEPOTISM POLICY

For purposes of this nepotism policy, the term *family members* shall be defined as any of the following: husband, wife, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren.

1. At no time shall more than one family member of the same family serve concurrently on the Board.
2. Board members and their family members will be excluded from consideration for employment by the organization.
3. Employees shall not hold a position with the organization while they or members of their family serve on the Board or any committee of the Board.
4. Employees may not hold a job over which a member of their family exercises supervisory authority.

IV. LEADERSHIP

4.01 CHIEF EXECUTIVE POLICY

The Board shall rely on its Chair and the chief executive to provide professional and administrative leadership. The chief executive shall be hired by and report directly to the Board of Directors.

The chief executive will be responsible for the day-to-day administration of the school's affairs and will manage and direct all activities of the organization as prescribed by the Board. The chief executive will have the power to hire and discharge employees of the school and will oversee and direct their activities in carrying out the work of the school. The chief executive is the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the chief executive. The chief executive will, directly or indirectly, supervise all other staff members employed by the school and is responsible for selecting staff members, conducting staff evaluations, and recommending compensation levels.

Accordingly:

1. The Board will never give instructions to persons who report directly or indirectly to the chief executive.
2. The Board will refrain from evaluating any staff other than the chief executive.
3. The Board will view chief executive performance as identical to organizational performance, so that organizational accomplishment of ends, policies, and organizational operations (within the boundaries established in board policies on executive limitations) will be viewed as successful chief executive performance.

Annual Chief Executive Performance Evaluation

Charter schools receive autonomy over fiscal management and the academic program in exchange for accountability, which measures the school's attainment of specific mission-oriented academic, operational, and governance goals.

The Board of Director's key responsibility is to manage the school through the performance of the chief executive of Tulsa Honor Academy. There are three core purposes of the evaluation: to recognize areas of particular strength and success, to articulate areas for improvement and/or focus, and to give overall feedback on performance to date.

Annually, the board will convene an ad hoc Chief Executive Evaluation Committee, to consist of three members to include the Board Chair, the Treasurer, and a member of the Academic Accountability Committee. The Committee will conduct the evaluation in accordance with its Chief Executive Evaluation Protocol (which provides guidelines for: how to gather information to inform the evaluation; a timeline for evaluation activities that aligns with the school year; and what to include in the written evaluation document).

4.02 LEADERSHIP SUSTAINABILITY POLICY

The Board Officer and Chief Executive Officer roles are critical to the smooth functioning of a charter school; therefore, the Tulsa Honor Academy Charter School Board of Directors will have a Leadership Sustainability Plan which:

1. Ensures ongoing and continuous development of leadership capacity at the Chief Executive Officer and Board levels.
2. Responds in a timely and effective manner to an emergency leadership transition.
3. Responds in a timely and effective manner to a planned leadership transition.

V. FINANCES AND ACCOUNTING

5.01 ACCOUNTING POLICIES

It shall be the policy of Tulsa Honor Academy to create and maintain accounting, billing, and cash control policies, procedures and records which are consistent with Generally Accepted Accounting Principles (GAAP) and which meet the requirements of state and federal statutes and regulations, including any Oklahoma state regulations. These accounting, audit, and financial management policies are designed to:

1. Protect and secure the assets of Tulsa Honor Academy;
2. Ensure the maintenance of accurate records of Tulsa Honor Academy's financial activities;
3. Ensure compliance with governmental and private funder reporting requirements.

Tulsa Honor Academy shall engage the services of persons or entities which will provide necessary financial and accounting serviced required by these policies (the "Accounting Specialist").

Fiscal Accounting and Reporting. The chief executive or his/her designee shall be responsible for properly accounting for all funds received and all expenses incurred in the operation of Tulsa Honor Academy. Material deviations from the approved budget will be approved by the Finance Committee. The chief executive shall exercise his/her responsibility to the highest ethical standards and shall conform to generally accepted principles for government accounting. Such accounting shall be done in a manner that is easily reviewed by the Board and lends itself to auditing and reporting to the Authorizer. Financial statements shall be prepared for presentation and reporting for every regularly scheduled board meeting. Financial statements will be made available to board members in the board packets prior to the scheduled meeting.

Preparation and Adoption of Annual Operating Budget. The annual budget is the financial plan for the operation of Tulsa Honor Academy. The annual operating budget will be based on a fiscal year that runs from July 1 to June 30. It provides the framework for both expenditures and revenues for the fiscal year and translates into financial terms the educational programs and goals of the schools. The operating budget should ultimately support the vision and mission of Tulsa Honor Academy. The Board assigns to the chief executive or his/her designee the overall responsibility for the preparation and administration of the budget. The annual budget shall contain the following sections and corresponding detail: Revenues, Operating Expenses broken down by staff salaries, employee benefits, purchased services, supplies and materials, capital outlays, and facility costs, and Revenues over Expenses, and Transfers to Capital Reserves. In addition, the Board will annually review a three-year budget, historical income and expense statements, and a cash flow forecast for the upcoming year. The annual budget and supporting documents for the upcoming year shall be submitted for review by the board during the April board meeting.

Cash

1. Bank accounts are established as required by donors and funding requirements.
2. All checks for \$5,000 or more written on Tulsa Honor Academy accounts require two signatures.
3. Individuals authorized to sign checks may include the Head of School of Tulsa Honor Academy, the Chair, and the Treasurer of the Board, and such other persons who have been authorized to sign checks by formal approval of the Board of Directors.
4. Banks are promptly notified of all changes of authorized check signers.
5. All checks are to be pre-numbered and accounted for (used, voided, not used).
6. Voided checks are to be properly defaced and maintained.
7. Bank reconciliations to the general ledger are to be done monthly and provided to the Head of School and Treasurer.

Petty Cash

1. Petty cash should be used for such things as small and odd jobs, local travel and sundry items. It is not intended for purchases that can be made with designated suppliers. Activities or needs should be planned ahead so necessary funds will be available in the petty cash account.
2. Whenever petty cash is used, a pre-numbered "Petty Cash Request/Cash Advance" form must be filled out. A completed slip will include date, the amount taken and returned, the cash category and the total spent. When a staff person receives cash, he/she will sign on the "Received By" line of the petty cash log. Items purchased should also be listed on the log, unless the receipt that must always be clipped to the log lists items purchased. The Head of School or his/her designee will sign on the "Approved By" line of the petty cash log.
3. The Accounting Specialist will be responsible for the reconciliation and replenishment of the petty cash fund.

Cash Receipts

1. Someone other than the person making deposits is responsible for opening the daily mail, making a log of cash receipts, restrictively endorsing the payment, making note of any restrictions on the log entry, and account coding the receipt by receivable or revenue account.
2. The Head of School or designee prepares a bank deposit slip, listing each item.
3. Receipts are deposited daily. The bank's stamped duplicate deposit slip is attached to the remittance documentation.
4. The daily deposit log and duplicate deposit slip are forwarded to the Financial Officer for verification and data entry.
5. Cash is deposited in the appropriate bank account based on funding restrictions.

Withdrawal of Funds

Authority to Sign

Orders of withdrawal shall bear the signature of one of the following officers or staff members:

1. Head of School
2. Treasurer
3. Board Chair

In addition, any checks issued over \$5,000 shall require two signatures; and any checks payable to any one of the above-named persons, shall be signed by someone other than the payee.

Bonding

Each officer or designated signatory with authority to withdraw funds shall be bonded. Tulsa Honor Academy will assume the cost of securing such insurance coverage. The amount of insurance coverage will be reviewed annually by the finance committee.

Quarterly Review

The Finance Committee shall, on a quarterly basis, review all disbursements in the amount of \$10,000 or more.

Approval of Capital Expenditures

Purchasing

Any equipment or services with an estimated value of \$5,000 or more, shall be purchased through competitive bidding, only as required by law, or comparative pricing by at least three vendors whenever possible. Comparative pricing or competitive bidding should also be used periodically for regularly purchased materials, supplies, services, and insurance.

Property

The board chair must approve the purchase or disposition of any asset with a value of \$10,000 or less. The purchase or sale of any asset of higher value shall be approved by the board of directors. Purchase or sale of any real estate must be approved by the board of directors.

Cash Disbursements

1. Cash disbursements are made by check (with the exception of petty cash).
2. The Head of School approves all invoices for payment.
3. Vendor invoices are recalculated on site to ensure accuracy. This recalculation must occur prior to the preparation of a check to pay the invoice. After the recalculation is complete, the employee who performed the recalculation must initial the vendor invoice, indicating that the amount is correct and the invoice can be paid.
4. Checks for payment are signed only when supported by approved invoices (checks will not be processed and signed in advance of proper invoicing approval procedures).
5. Check signers compare data on supporting documents to checks presented for their signature.
6. Bank transfers are scheduled and confirmed to ascertain that both sides of the transaction are recorded.
7. The employee responsible for mailing checks will not be responsible for recording cash disbursements. These two functions must be handled by different employees to ensure that the appropriate checks and balances are in place.
8. Supporting documentation is noted as paid, check number, date paid, and general ledger account code. Supporting documentation is noted as approved for payment.
9. Account codings for each payment are reviewed for accuracy.
10. Finance and accounting staff and/or the Accounting Specialist will ensure that all costs paid through the utilization of external funding sources are recognized as ordinary, necessary, within

the budget, are arm's length transactions, and do not deviate from established practices of the organization. A cost will be considered reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

General Ledger Account Coding

1. All cash receipts and disbursements are account coded and reviewed by the Head of School.
2. A policy will be followed that documents the rationale used to allocate shared expenses among functions, grants, and/or contracts and reviewed periodically.
3. Funding from multiple sources may be kept in an account with other funding; however, it must be tracked independently.

Revenue

1. Revenue is earned using either the accrual basis of accounting.
2. Cost reimbursement grants or contracts earn revenue when the expenses are incurred (not committed).
3. When the Tulsa Honor Academy Board of Directors deems it either necessary or prudent to do so, the Board of Directors may, to the extent permitted by applicable law or regulation, remove restrictions placed on any revenue by the donor(s) of that revenue.

Expenses

1. Expenses are charged directly to programs when specific identification is available.
2. Expenses are charged to programs based upon a shared cost rationale when the direct charge cannot be established.
3. Expenses are prohibited to be used for any purpose that is ineligible under a funding award.
4. Expenditures for each grant, loan, or contract are to be recorded according to the budget categories for that particular funding source. For each funding award, Tulsa Honor Academy will maintain records that allow for a comparison of outlays with approved budget amounts.
5. When there are government funds involved, Tulsa Honor Academy will follow applicable OMB cost principles.
6. When there are government funds involved, programs and grants will not be charged for items which are un-reimbursable under applicable OMB principles or policies such as, but not limited to: entertainment, fundraising expenses, bad debts, fines or penalties or interest on debt.
7. Before Tulsa Honor Academy seeks reimbursement from a funder, it will ensure that the costs for which it is seeking reimbursement are allocable to that funder. A cost will be considered allocable to an external funding source (unless otherwise prohibited) if it is treated consistently with other costs incurred for the same purpose in like circumstances and if:
 - a. the cost is incurred specifically for the award.
 - b. The cost benefits both the award and other work and can be distributed in reasonable proportion to the benefits received, or
 - c. Is necessary to the overall operation of the organization, although a direct relationship to any particular cost objective cannot be shown.

8. Any cost allocable to a particular award or other cost objective may not be shifted to other awards to overcome funding deficiencies, or to avoid restrictions imposed by law or by the terms of any award of funds.

Collection of Delinquent Accounts

1. Tulsa Honor Academy may utilize outside collection agencies if diligent efforts to collect money due have been unsuccessful.
2. The Head of School has discretionary authority to submit delinquent debts (over 90 days) to an outside collection agency.

Write-off of Delinquent Debts/Charges

1. Records must indicate that diligent efforts to obtain payment have been exercised before the decision is made to write off any debt.
2. The request for approval of a write-off must include a short narrative of actions taken to collect and the rationale for the debt being considered uncollectable.
3. The Head of School has the discretion to approve debt write-offs of a board-authorized amount. Any amount above the board-authorized amount that is requested to be considered a write-off must be approved by a 2/3 vote of the Board of Directors. Reference to this action will be included in the board packet for the next regularly scheduled Board of Directors Meeting.
4. The budget line item for fees and collections must be updated by means of a budget revision to reflect uncollectable fees/debts.
5. If collection is made of a debt previously written-off as uncollectable, it will be recognized as revenue in the current period.

Fixed Assets

1. Fixed assets refer to Tulsa Honor Academy tangible properties that have useful lives that benefit the school over a period of years. These properties include all equipment, textbooks, computers, and vehicles.
2. Purchase of fixed assets should be made in accordance with account payable procedures.
3. It is the policy of the school to capitalize fixed assets with cost of \$500 or more with the useful life benefiting the school of three years or more.

5.02 FINANCIAL REPORTING PROCEDURES

1. The Accounting Specialist will be responsible for compiling monthly and year-to-date reports on all cost centers by revenue source, expense code, and asset and liability account balances.
2. Financial reports are reconciled to the general ledger and accounting records prior to submission to the funding source.
3. If an expenditure is different from an external funding source's approved budget, prior approval must be obtained from the funding source prior to the submission of the financial report.
4. Monthly financial reports which analyze Tulsa Honor Academy's financial position and the effectiveness of its management and programs will be presented to the Finance Committee of the Board of Directors and also reported within the board packets.

5. Periodic reports will be provided to all funding sources as requested or required by contract.
6. Finance and accounting staff and/or the Accounting Specialist will maintain records that identify adequately the source and application of funds for all activities. These records shall contain information pertaining to awards, authorizations, obligations, assets, outlays, income and interest. Records to be maintained include copies of contracts, invoices, proof of payments and allocation tracking when costs are distributed among several funding sources.

5.03 BORROWING POLICY

From time to time it will be necessary for Tulsa Honor Academy to borrow funds from outside sources to fund operations and expansion. This will be necessary because of the seasonality of income from fees, donations, and sales, and due to major expansions or revisions of programs.

Funds are to be borrowed only as required to meet these needs, and borrowing is to be consistent with sound fiscal and management practices. Borrowings are not intended to make up for inadequate planning or spending above budgeted levels.

Borrowing funds should be done within the following guidelines:

1. Borrowing should be within appropriate limits approved by the board prior to the time of borrowing.
2. Amounts should be borrowed at the lowest available interest rates.
3. Most borrowing will be done at short-term conditions due to the seasonal nature of income. Long-term borrowing will be done only if rates are favorable and amounts for short-term would be at the same minimum level.

5.04 INVESTMENT POLICY

The Tulsa Honor Academy Board of Directors will approve the placement of assets not needed for immediate operations assuring compliance with all contractual requirements and using the principles identified below.

Principles

1. Minimize Risk: The Board will define a minimum risk strategy that will be reviewed annually to ensure appropriate discharge of responsibilities to donors, lenders, and contractual relationships.
2. Maximize Investment Return: Within the parameters defined as “minimum risk,” funds will be invested at the highest area interest/return available at the time of decision.
3. Support Local Banks and Institutions if Economically Feasible: “Local” is defined as having a physical presence for customer service within the East Tulsa, Oklahoma service area.

Procedures

1. Each month, the Head of School or his/her designee will review with the Finance Committee the projected cash needs of the corporation and the assets available for investment.
2. Each month, the Finance Committee will provide the Head of School or his/her designee with guidance regarding investment and institutions.
3. The Finance Committee will designate a representative to consult with the Head of School or his/her designee between meetings on such matters as investment period timeliness and institutional issues.
4. The Head of School or his/her designee will contact local institutions as needed to determine the best rate of return for investments.
5. The Board of Directors will define, annually, a policy for minimizing risk.

5.05 BANKING POLICY

1. Tulsa Honor Academy will keep all funds available not already invested in a federally insured bank.
2. Support Local Banks if Economically Feasible: All assets kept in bank accounts will be in banks defined as local. "Local" is defined as having a physical presence for customer service within the East Tulsa, Oklahoma service area.
3. No single account shall contain funds that exceed Federal insurance limits.

5.06 BUDGET PRINCIPLES/PROCEDURE

Structure of the budgetary process shall evolve from the mission and by-laws of Tulsa Honor Academy, with consideration given to the requirements of any of the organization's funding partners.

Budget Principles

1. The budgetary process shall comply with the organization's funding partners and in accordance with applicable state and federal laws and with Tulsa Honor Academy's charter.
2. The budgetary process shall comply with the guidelines and principles set forth by the Board of Directors.
3. Annually, each program area shall identify and develop a plan for its operation. The budgets needed to execute the plan shall be developed by appropriate personnel, with concurrence from the Head of School.

Procedures

1. The organization's Head of School will prepare and submit an operating budget to the Board of Director's 30-60 days prior to the beginning of the new fiscal year and prior to submission to funding sources.
2. If budget submission is due to funding sources prior to 60 days before the beginning of the fiscal year, the organization's Board of Directors will review a preliminary budget and adopt it if necessary.

3. The approved preliminary or final operating budget will become the blueprint for the budget submission to all outside funders.
4. Differences in budget line items between the organization's operating budget and a funder's approved budgets will be resolved in negotiations between the Head of School and the funding agency.

Adjustments in Budget/Spending Plans

1. Any adjustments or changes in spending policies/budget plans which vary by more than 10% from the original approved budget will be initiated by the Head of School and submitted for approval to the Board of Directors.
2. These changes will be communicated in writing to funding sources as required by contractual agreements.
3. If proposed changes are unsatisfactory to the funder, the Head of School will communicate this response to the Board of Directors, who may authorize:
 - a. Changing the budget/plan to one which is satisfactory to the funder, or
 - b. Entering into negotiations to develop a compromise satisfactory to the funder and the Board of Directors.
4. After approval of the changes by all parties, the changes will be communicated in writing to all affected management staff.

5.07 AUDIT PROCEDURE

1. Tulsa Honor Academy will contract for an independent audit to be performed by a Certified Public Accountant (CPA) at the conclusion of each fiscal year.
2. The Finance Committee of Tulsa Honor Academy shall constitute the audit committee. The independent auditor shall report directly to the audit committee.
3. The auditor(s) will test accounting mechanisms in accordance with generally accepted auditing standards for not-for-profit organizations and as contractually required by funding sources.
4. The auditor(s) will complete the audit within four months of the conclusion of the fiscal year and submit a report to the Board that includes the audited financial statements and an opinion regarding those financial statements. The auditor will also include in the report any information and documentation required by the District.
5. If during its established fiscal year, Tulsa Honor Academy expends over \$300,000 in federal funding, it will contract for an audit that meets the requirements of applicable OMB guidelines or policies.
6. A formal written report of the audit will be presented to the Board of Directors and to each funding source to whom delivery is either prudent or required. Finances and Accounting

VII. ADMISSIONS

6.01 ADMISSIONS CRITERIA

Tulsa Honor Academy will comply with all anti-discrimination laws governing public schools as outlined in Title VI of the Civil Rights Act. New students will be admitted each year without regard to prior measures of achievement, aptitude, athletic ability, disability, handicapped condition, ethnicity, race, creed, gender, national origin, religion, or ancestry.

The school will open with one cohort of 128 fifth grade students. In the following years, Tulsa Honor Academy will utilize a slow-growth model, adding one grade level each year until the school reaches full enrollment of 512 students in grade eight. See figure below for a depiction of enrollment over time.

Enrollment Plan

Academy	Grade Level	Year				
		2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Lower Academy	5 th	128	128	128	128	128
	6 th		128	128	128	128
Upper Academy	7 th			128	128	128
	8 th				128	128
Total:		128	256	384	512	512
Lower Academy Total:		128	256	256	256	256
Upper Academy Total:				128	256	256

Pursuant to Oklahoma law, Tulsa Honor Academy offers open enrollment to all students who reside within Tulsa County. Tulsa Honor Academy is a non-selective, open-enrollment school. Therefore, students' academic performance, attendance records, or any other student metric are not take into account when admitting students. Any student can apply to Tulsa Honor Academy, and all students will be accepted unless more students apply for enrollment than the available 128 seats. Should this be the case (i.e. 129 students apply), Tulsa Honor Academy will implement a lottery system, whereby students receive admission through a lottery selection. Students living in the Tulsa Public School District will have enrollment priority over out-of-district students.

6.02 ADMISSIONS TIMELINE

We will begin open enrollment the second Monday of September each year for enrollment in the following year. We will host Information Sessions at various community centers throughout East Tulsa, where families will meet the Head of School and learn more about the school's mission and program prior to submitting an application. New students are eligible to apply until the last Friday of January.

Applications will be provided in English and Spanish and will be translated into other languages as needed, ensuring all families have access to enrollment requirements and process. Should more students apply than the number of allotted seats, Tulsa Honor Academy will host a public lottery. It will be hosted two weeks after the application deadline. Families of selected students will be notified within two weeks of the Lottery. We will hold a Registration and Enrollment Meeting the second Monday of March to answer any questions parents may have regarding forms or documentation. All requisite documents will be due the last Monday of March. Students selected for the lottery who have not submitted the required enrollment packet will lose their spot and the first student on the wait list will be invited to enroll at the school. Finally, parents/guardians will be required to attend one of the mandatory Family Orientation Nights prior to the beginning of the school year to finalize a student's enrollment.

The timeline below outlines the deadlines throughout this cycle for the first year of operation.

- **September 1, 2014:** Market and Promote Tulsa Honor Academy Applications.
- **September 8, 2014:** Open Application Window
- **January 30, 2015:** Close Application Window
- **February 13, 2015:** Lottery Event and Begin Notification Process
- **February 27, 2015:** Notification Process Finalized
- **March 9, 2015:** Registration and Enrollment Meeting
- **March 30, 2015:** Registration and Enrollment Deadline
- **July 29-30, 2015:** Family Orientation Nights
- **August 4, 2015:** First Day of School
- **September 1, 2015:** Market and Promote Tulsa Honor Academy Applications

In alignment with the timeline, applications will be accepted September 8, 2014 through January 30, 2015.



CONFLICT OF INTEREST POLICY

This conflict of interest policy is designed to help Board members, officers and employees of Tulsa Honor Academy identify and address situations that present potential conflicts of interest. The policy is intended to comply with the procedure prescribed in Oklahoma State statute Title 70, Section 3-136. In the event there is an inconsistency between the requirements and procedures prescribed herein and those prescribed in Title 70, Section 3-136, the statute shall control.

I. BOARD MEMBER CONFLICT OF INTEREST

Tulsa Honor Academy Board members are expected to maintain the highest ethical standards in the conduct of school affairs.

A situation presenting a conflict of interest may take many different forms. No Board member should use his/her affiliation with Tulsa Honor Academy for private or personal advantage. No Board member should have any outside business interests which might, in fact or appearance, interfere with the individual's loyalty to Tulsa Honor Academy. No Board member should have any interest or association that interferes with, or appears to impair, the independent exercise of the judgment in the best interests of Tulsa Honor Academy.

A. Contracts with Board Members or Business in Which Board Members Have an Interest

Tulsa Honor Academy will not enter into any contract with a Board member or any company, individual, business concern, or other entity in which any Board member is directly or indirectly interested, except as otherwise provided by Oklahoma law.

The Board Secretary will request each new Board member to provide a statement of companies, individuals, business concerns, or other entities in which the new Board member has an interest. In addition, the Board Secretary will annually request a similar statement from each incumbent Board member. These statements will be provided to the Tulsa Honor Academy purchasing office. Any listed entity will be placed on a "no bid" list as long as the Board member continues on the Board or until the Board member notifies the Board Secretary that the affiliation no longer exists.



B. Gifts and Gifts and Favors

A Board member shall not seek any gift, payment, fee, service, rebate, valuable privilege, hospitality, meal, entertainment, admission tickets, flowers, discount, travel, sporting event (including golf and other social athletic events), vacation, use of vacation property, loan (other than a conventional loan from a lending institution) or other favor from any person or business organization that does, or seeks to do business, with Tulsa Honor Academy. No Board member shall accept or convert anything of value in exchange for referral of third parties to any such person or business organization.

A Board member shall not accept gifts or favors (including those described above) from any person or business organization where these might tend, or appear to tend, in any way to impair independent judgment concerning Tulsa Honor Academy operations. Board members MAY accept common courtesies, gifts, or meals of a nominal value (\$125 or less) usually associated with accepted business practices for themselves. Care should be taken to avoid accepting frequent common courtesies or gifts from the same person or business organization that does, or seeks to do business, with Tulsa Honor Academy. Additionally, promotional and advertising novelties and tickets specifically used for advertising purposes are allowable. If an unsolicited gift of more than nominal value is offered or received, it must be declined or returned.

An offer of a gift or favor shall be reported promptly, in writing, to the Board Chair.

Under NO circumstances is it permissible to accept a gift of cash or cash equivalents (for example: gift certificates, stocks or other forms of marketable securities).

C. Travel

Board members will not accept or participate in travel that is paid or provided by a vendor or prospective vendor, even if the travel is deemed to benefit Tulsa Honor Academy. Vendors or prospective vendors who extend travel opportunities to Board members will be advised of this policy.

D. Unlawful or Unethical Payments

A Board member shall not give, or promise to give, any property, gift, business favor, or anything of value to another person or entity if the giving of such items is, or appears to be, improper or unethical.



It is in the best interest of Tulsa Honor Academy to avoid even the appearance of impropriety. Tulsa Honor Academy's concern is not only whether an activity is technically legal or customary, but also whether or not the public might reasonably view such an act as improper or unethical if all the circumstances were fairly disclosed. Tulsa Honor Academy intends to follow a uniform practice in all areas of its operation consistent with its basic policy.

E. Competition

Representation of Tulsa Honor Academy in transactions in which the Board member or any family members (spouse, domestic partner, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister), of a Board member has a substantial interest is prohibited. Competition with Tulsa Honor Academy, directly or indirectly, in the purchase or sale of property or interests in property is prohibited.

F. Material Financial Interest

Board members are prohibited from having any material financial interest, contract or transaction in Tulsa Honor Academy of any kind which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a responsible person's or family member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation.

A contract or transaction is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization Tulsa Honor Academy. The making of a gift to Tulsa Honor Academy is not a Contract or Transaction.

II. PROCEDURES FOR ADDRESSING ANY ADDITIONAL CONFLICTS OF INTEREST

In addition, and regarding any additional financial or personal interest in any matter not specifically identified above coming before the Board of Directors, the Board shall ensure that:

1. The interest of such officer or director is fully disclosed to the board of directors.
2. No interested officer or director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the board of directors at which such matter is voted upon.



3. Any transaction in which a director or officer has a financial or personal interest shall be duly approved by members of the board of directors not so interested or connected as being in the best interests of the organization.
4. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

III. CONFIDENTIALITY

Each responsible person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of Tulsa Honor Academy. Furthermore, a responsible person shall not disclose or use information relating to the business of Tulsa Honor Academy for the personal profit or advantage of the responsible person or a family member.

IV. REVIEW OF POLICY

Each new responsible person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.



CONFLICT OF INTEREST INFORMATION FORM

Name: _____

Date: _____

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as defined in Tulsa Honor Academy's Policy on Conflicts of Interest) arising.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of Tulsa Honor Academy that is currently in effect.

Signature: _____

Date: _____

BOARD OF DIRECTORS JOB DESCRIPTION

I. COLLECTIVE BOARD OF DIRECTORS JOB DESCRIPTION

A. General Responsibilities

The Board of Directors holds the charter for Tulsa Honor Academy Charter School. The Board is responsible for ensuring the success of the academic program, that the school's program and operation are faithful to the terms of its charter, and that the school is a viable organization.

B. Specific Responsibilities

1. *Keep the mission and purpose of Tulsa Honor Academy clearly in focus.*
 - Use the mission statement to guide all actions at all levels, including organizational planning, board and staff decision-making, developing initiatives, and setting priorities.
 - Assess program activities and decision through adherence to the school's mission.
 - Understand and support the mission statement.
 - Periodically review the mission statement.
2. *Select the School Director.*
 - Reach consensus on the School Director's job description.
 - Conduct a rigorous search and selection process to find the most qualified individual.
 - Oversee and approve contract negotiation and renewal.
3. *Support and evaluate the School Director.*
 - Provide frequent and constructive feedback.
 - Establish an annual written performance evaluation process in advance, agreed upon with the School Director.
4. *Ensure effective organizational planning.*
 - Hold an annual planning retreat for all board members.
 - Approve an annual organizational plan with concrete, measurable goals consistent with the charter and accountability plan.
5. *Ensure adequate resources for the school.*
 - Approve fundraising targets and goals.
 - Assist in executing the development plan.
 - Make an annual gift at a level that is personally meaningful.
6. *Manage resources effectively.*
 - Approve the annual budget.
 - Monitor budget implementation through regular financial reports.
 - Approve and evaluate the annual contract with the back office provider.

- Approve accounting, financial, and personnel policies.
 - Provide for an independent annual audit by a qualified CPA.
 - Ensure the full board has the proper training to be effective stewards of public funding.
 - Ensure adequate insurance is in force to cover students, staff, visitors, the board, and the assets of the organization.
7. *Determine, monitor, and strengthen the programs and services.*
- Assure that programs and services are consistent with the mission and the charter.
 - Approve measurable organizational outcomes.
 - Approve annual, attainable board and management level goals.
 - Monitor progress toward established outcomes and goals.
 - Assess the quality of programs and services.
8. *Serve as ambassadors for the organization.*
- Serve as ambassadors, advocates, and community representatives for Tulsa Honor Academy.
 - Provide for a written annual report detailing the organization's mission, programs, financial condition, and progress made toward charter and annual goals.
9. *Ensure legal and ethical integrity and maintain accountability.*
- Approve policies to guide board members and staff.
 - Develop and maintain adequate personnel policies and procedures (including grievance mechanisms).
 - Adhere to the provisions of the organization's bylaws and articles of incorporation.
 - Ensure compliance with all federal, state, and local government regulations that apply to the organization.
10. *Ensure the health of the Board.*
- Define board membership needs in terms of skill, experience, and diversity.
 - Cultivate, vet, and recruit prospective board member candidates.
 - Provide for new board member orientation.
 - Conduct an annual evaluation of the full board and individual board members.

II. INDIVIDUAL BOARD MEMBER RESPONSIBILITIES

A. General Responsibilities

Each board member is responsible for actively participating in the work of the Tulsa Honor Academy Charter School Board of Directors and the life of the organization. Each board member is expected to fulfill the performance expectations outlined below. These expectations are to be clearly articulated prior to nominating any candidate as a board member. The Tulsa Honor Academy Board will nominate a candidate only after s/he has agreed to fulfill these expectations. In addition to the responsibilities listed, individual board members are expected to help each other fulfill the tasks outlined in the collective Board of Directors Job Description.

B. Specific Responsibilities

1. Believe in and be an active advocate and ambassador for the mission, vision, and values of Tulsa Honor Academy.
2. Work with fellow board members to fulfill the obligations of board membership.
3. Act in ways that clearly contribute to the effective operations of the Board of Directors:
 - Focus on the good of the organization and the group, not a personal agenda
 - Support board decisions once they are made
 - Participate in an honest appraisal of one's own performance and that of the board
 - Build awareness of and vigilance toward governance matters rather than management.
4. Regularly attend board and committee meetings. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the board or committee chair in accordance with the board's attendance policy.
5. Contribute approximately 8-10 hours per month toward board service, including:
 - Attending a monthly board meeting (1.5 hours)
 - Participating on a board committee (2 hours)
 - Reading materials and preparing for meetings (1.5 hours)
 - Attending events, assisting with fundraising, making connections, and other ambassador tasks as needed (1-2 hours)
6. Keep informed about the organization and its issues by reviewing materials, participating in discussions, and asking strategic questions.
7. Actively participate in one or more fundraising event(s) annually.
8. Use personal and professional networks and expertise for the benefit of Tulsa Honor Academy.
9. Actively serve as a committee or task force chair or member.
10. Give a personally meaningful annual financial contribution.
11. Inform the Board of Directors of Tulsa Honor Academy of any potential conflicts of interest, real or perceived, and abide by the decision of the board related to the situation.

BOARD OFFICER JOB DESCRIPTION

I. BOARD CHAIR

Title: Chair of Board of Directors

Purpose: The Chair is the senior volunteer leader of Tulsa Honor Academy who presides at all meetings of the Board of Directors and other meetings as required. The Chair is an ex officio member of all committees of the school. The board Chair oversees implementation of corporate and local policies and ensures that appropriate administrative systems are established and maintained.

Key Responsibilities:

- Works with the Head of School, board officers, and committee Chair to develop the agendas for Board of Directors meetings and presides at these meetings.
- Supports annual fund-raising with his or her own financial contributions. Recognizes his or her responsibility to set the example for other board members.
- Chairs the Governance Committee.
- Works with the Board of Directors and paid and volunteer leadership, in accordance with Tulsa Honor Academy bylaws, to establish and maintain systems for:
 - a. Planning the school's human and financial resources and setting priorities for future development.
 - b. Reviewing operational effectiveness and setting priorities for future development.
 - c. Overseeing fiscal affairs.
 - d. Acquiring, maintaining, and disposing of property.
 - e. Maintaining a public relations program to ensure community involvement.
 - f. Ensuring the ethical standard.

Elected by: Board of Directors

Length of Term: One year; renewable for three consecutive years

Time Commitment: Negotiable to meet the requirements of the school

Reports to: Board of Directors

Support: Head of School

Qualifications:

- A commitment to Tulsa Honor Academy and its values; an understanding of Tulsa Honor Academy's objectives, school, and services, and the responsibilities and relationship of paid and volunteer staff.
- Ability to understand concepts and articulate ideas.
- Excellent facilitator

II. BOARD VICE CHAIR JOB DESCRIPTION

Title: Vice Chair

Purpose: To preside in Board Chair's absence

Key Responsibilities:

In Board Chair's absence:

- Presides at meetings of Board of Directors
- Serves as member of standing committees

Elected by: Board of Directors

Length of Term: One year; renewable for three consecutive years

Time Commitment: Negotiable to meet the requirements of the school

Reports to: Board of Directors

Support: Head of School

Qualifications:

- A commitment to Tulsa Honor Academy and its values; an understanding of Tulsa Honor Academy's objectives, school, and services, and the responsibilities and relationship of paid and volunteer staff.
- Ability to understand concepts and articulate ideas.
- Excellent facilitator

III. BOARD TREASURER JOB DESCRIPTION

Title: Treasurer of the Board of Directors

Purpose: The treasurer, jointly with the Board Chair ensures that current records are maintained, reflecting the financial condition of Tulsa Honor Academy. These records will include cash, outstanding advances, investments, accounts receivable and other assets, accounts payable, and fund balances (net assets).

Key Responsibilities:

Control all Tulsa Honor Academy funds.

- Participate in the preparation of the budget.
- Serve as the Chair of the finance committee.
- Ensure that accurate books and records on financial condition are maintained.
- Ensure that the assets are protected and invested according to corporate policy.
- Ensure that Tulsa Honor Academy complies with corporate and statutory reporting requirements.
- Ensure that comprehensive financial reports to the board are prepared in a timely and accurate manner.
- Ensure that the complete records of the school are available to the individual or individuals preparing the annual financial statements.
- Performs all duties incident to the office of the treasurer.
- Educate the full board about the school's finances and ensure that full board completely understands the financial picture.

Elected by: Board of Directors

Length of Term: One year; renewable for three consecutive years

Time Commitment: Negotiable to meet the requirements of the school

Reports to: Board Chair and Board of Directors

Support: The treasurer is supported by the Chair, Finance Committee, and the Chief Financial Officer (or the equivalent if applicable).

Qualifications:

- An understanding of needs for Tulsa Honor Academy services, as well as the financial and human resources.
- An understanding of the record keeping, accounting systems, and financial reports.
- An ability to work with the chief financial officer, controller, accountant or bookkeeper, and auditors as necessary.

IV. BOARD SECRETARY JOB DESCRIPTION

Title: Secretary of the Board of Directors

Purpose: The secretary, jointly with the Board Chair, ensures that Tulsa Honor Academy adheres to the Oklahoma Open Meeting Laws and manages communication between Board of Directors.

Key Responsibilities:

- Certify and keep at the principal office of the school the original, or a copy of the bylaws as amended or otherwise altered to date.
- Keep at the principal office of the school or at such a place as the board may determine a book of minutes of all meetings of the directors and meetings of committees. Minutes shall record time and place of meeting, whether regular or special, how called, how notice was given, the names of those present or represented at the meeting and the proceedings thereof.
- Ensure that all notices are duly given in accordance with the provisions of the bylaws or a required bylaw.
- In general, perform all duties incident to the office of the secretary and such other duties as may be required by law, by the Articles of Incorporation, or by bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

Elected by: Board of Directors

Length of Term: One year; renewable for three consecutive years

Time Commitment: Negotiable to meet the requirements of the school

Reports to: Board Chair and Board of Directors

Support: Head of School and Board Chair

Qualifications:

- Ability to articulate ideas clearly in writing
- Excellent organization skills

SUBCOMMITTEE RESPONSIBILITIES

I. GOVERNANCE COMMITTEE

This committee is responsible for building and maintaining an effective Board for Tulsa Honor Academy, including identification and evaluation of prospective new Board members. The Committee will establish and drive a continuous improvement process in order to help the Board and individual Board Members become more valuable as strategic assets of the charter school, contributing to long-term success. Chaired by the Board Chair.

Leadership: Chaired by the Board Chair

Members: Selected by Chair (with advice of Head of School). All members of this committee must be members of the THA Board of Directors.

Length of Term: One year; Chair position renewable for three consecutive years, committee member renewable unlimitedly.

Time Commitment: 3-5 hours per month

Member Qualifications:

- Commitment to Tulsa Honor Academy and its values
- Understanding of Tulsa Honor Academy's objectives, school, and services, and the responsibilities and relationship of paid and volunteer staff.
- Ability to analyze, review, and monitor policies.
- Sound understanding of regulations
- Commitment to adhering to laws and THA's systems and procedures

II. ACADEMIC ACHIEVEMENT COMMITTEE

Academic Achievement Committee. This committee is responsible for working with the Head of School to define and refine academic achievement measures and goals, ensure that all Board Members know the charter promises made to the community and the authorizer in regards to academic achievement, and to devise clear and consistent measures to monitor these goals. During the early years of the school, this committee is also responsible for oversight of student recruitment/enrollment.

Leadership: Chair is appointed by the THA Board of Directors

Members: Selected by Chair (with advice of Head of School).

Length of Term: One year; Chair position renewable for three consecutive years, committee member renewable unlimitedly.

Time Commitment: 3-5 hours (5-10 hours during peak of recruitment season) per month

Member Qualifications:

- Commitment to Tulsa Honor Academy and its values.
- Understanding of Tulsa Honor Academy's objectives, school, and services.
- Ability to communicate effectively with families and potential students.
- Ability to plan, organize, and execute community events.
- Commitment to East Tulsa and expanding educational opportunities there.

III. FINANCE COMMITTEE

This committee is responsible for working with the Head of School to create the upcoming fiscal year budget; presenting budget recommendations to the Board; monitoring implementation of the approved budget on a regular basis and recommending proposed budget revisions; and recommending to the Board appropriate policies for the management of the organization's assets. The Finance Committee shall be assisted by the Head of School. Chaired by the Treasurer.

Leadership: Chaired by the Treasurer

Members: Selected by Chair (with advice of Head of School).

Length of Term: One year; Chair position renewable for three consecutive years, committee member renewable unlimitedly.

Time Commitment: 3-5 hours per month

Member Qualifications:

- Commitment to Tulsa Honor Academy and its values.
- Understanding of general accounting and financial principles.
- Ability to analyze, monitor, and amend monthly and yearly financial statements.
- Knowledge of financial workings of non-profit organizations

IV. DEVELOPMENT COMMITTEE

This committee is responsible for ensuring that Tulsa Honor Academy’s total development program is in concert with the school’s strategic direction and needs. The Committee serves as the mechanism by which Board members and other volunteers are involved in the fundraising process. The Development Committee is charged with focusing the organization and the Board on fundraising. This includes constant attention to the strength of the mission and case for support, the organization’s accountability, the involvement of constituencies with the institution, the resources required to carry out the mission, plans for cultivating and soliciting the needed private funds, fundraising involvement, and demonstration of good stewardship.

Leadership: Chair is appointed by the THA Board of Directors

Members: Selected by Chair (with advice of Head of School).

Length of Term: One year; Chair position renewable for three consecutive years, committee member renewable unlimitedly.

Time Commitment: 3-5 hours (5-10 hours during peak of recruitment season) per month

Member Qualifications:

- Commitment to Tulsa Honor Academy and its values.
- Understanding of Tulsa Honor Academy’s objectives, school, and services.
- Ability to communicate effectively with community leaders and potential funders.
- Ability to plan, organize, and execute community events.
- Sustains strong ties to community members and leaders, particularly in East Tulsa.



STUDENT ENROLLMENT APPLICATION
2015 – 2016 School Year

Tulsa Honor Academy is open to all students who are residents of Tulsa, OK. Students living in the Tulsa Public Schools District receive preference in the public lottery for selection of students.

Seats are limited. Apply Immediately.
Please return this application to Tulsa Honor Academy at
10 N. Greenwood Ave. #N207, Tulsa, OK 74120

Student Name: Last: _____ First: _____ Middle: _____

Male or Female: _____ Age: _____ Date of Birth: _____

Current School: _____ Current Grade: _____

Home Address: _____

(Address, City, State, Zip)

Guardian 1 Name: _____ Lives w child (please check)

Guardian 1 Relationship to Student (eg: Mother, Grandmother): _____

Guardian 1 Primary Contact Number: _____ (Circle type: Home Cell Work)

Guardian 1 Secondary Contact Number: _____ (Circle type: Home Cell Work)

Guardian 1 Email: _____

Guardian 2 Name: _____ Lives w child (please check)

Guardian 2 Relationship to Student (eg: Mother, Grandmother): _____

Guardian 2 Primary Contact Number: _____ (Circle type: Home Cell Work)

Guardian 2 Secondary Contact Number: _____ (Circle type: Home Cell Work)

Guardian 2 Email: _____

Please indicate whether the applicant's sibling is applying to Tulsa Honor Academy for the fall of 2015. Please note that each child needs to submit a separate application.

Sibling Name: _____ Date of Birth: _____

How did you learn about Tulsa Honor Academy? _____

FOR STAFF USE ONLY

Rec'd By: _____ Rec'd Date: _____

Rec't Method: _____ Student ID: _____



APLICACION DE INSRIPCION DE ALUMNO

Año Escolar 2015 – 2016

Tulsa Honor Academy le abre las puertas a todos los residentes de Tulsa, OK. Alumnos viviendo en el Distrito de las Escuelas Públicas de Tulsa tendrán preferencia en la lotería pública para la selección de estudiantes.

Asientos Limitado. Aplique Inmediatamente.

Favor de entregar la aplicación para Tulsa Honor Academy a este domicilio:

10 N. Greenwood Ave. #N207, Tulsa, OK 74120

Alumno: Apellido: _____ Primer: _____ Segundo: _____

Sexo: M F Edad: _____ Fecha de Nacimiento: _____

Escuela Actual: _____ Grado Actual: _____

Domicilio: _____

(Número de Calle, Ciudad, Estado, Código Postal)

Guardián 1 Nombre: _____ Marque si vive con el niño/a

Guardián 1 Relación al Alumno (ej.: Madre, Abuelita): _____

Guardián 1 Número de Contacto 1: _____ (Tipo: Hogar Celular Trabajo)

Guardián 1 Número de Contacto 2: _____ (Tipo: Hogar Celular Trabajo)

Guardián 1 Correo Electrónico: _____

Guardián 2 Nombre: _____ Marque si vive con el niño/a

Guardián 2 Relación al Alumno (ej.: Madre, Abuelita): _____

Guardián 2 Número de Contacto 1: _____ (Tipo: Hogar Celular Trabajo)

Guardián 2 Número de Contacto 2: _____ (Tipo: Hogar Celular Trabajo)

Guardián 2 Correo Electrónico: _____

Favor de indicar si e/a solicitante tiene hermanos/as aplicando a Tulsa Honor Academy para el otoño del 2015. Favor de entregar aplicaciones separadas para cada alumno.

Nombre de Hermano/a: _____ Fecha de Nacimiento: _____

¿Cómo aprendieron de Tulsa Honor Academy? _____

PARA USO DE OFICINA SOLAMENTE

Rec'd By: _____ Rec'd Date: _____

Rec't Method: _____ Student ID: _____



ARTICLE X

Amendments

These Bylaws may be amended at a regular meeting by a two-thirds vote of all Directors then in office; provided that notice of the proposed amendment, together with a copy thereof, is mailed to each Director at least fifteen (15) days prior to the meeting at which the amendment is to be considered.

APPROVED AND RATIFIED as of this 8th day of September, 2014, by the undersigned, constituting all of the directors of the School.

Board Member

Signature



SLATE OF OFFICERS

Board Chair – Marvin Lizama

Vice Chair – Mary Waters-Bilbo

Treasurer – John Senger

Secretary – Ashley Philippsen

HEAD OF SCHOOL JOB DESCRIPTION

I. POSITION SUMMARY

The Board of Directors will hold the Head of School of Tulsa Honor Academy accountable with regard to all aspects of the school's academic program, financial management, and organizational health. The Head of School is entrusted with advancing the school's mission, maintaining the financial viability of the organization, and determining the future direction of the school in accordance with the mission.

II. QUALIFICATIONS

- Strong commitment to, belief in, and alignment with school's mission and vision
- Experience in leadership and management of both adults and students
- Minimum of Bachelor's Degree
- Ability to assess data, find trends, and use information to make strategic decisions
- Knowledge of or experience in education, school finance, governance, management, or law
- Experience in budgetary planning, accounting, and effective allocation of school resources
- Exceptional verbal and written communication skills
- Strong organizational skills and ability to multi-task
- Ability to approach situations with optimism and perseverance, willingness to take personal responsibility, open to and interested in feedback on performance, eagerness to continuously improve in effectiveness, and steady determination to pursue excellence regardless of the situation

III. RESPONSIBILITIES

- Create, monitor, and sustain school culture of academic excellence through consistent implementation of systems, and structures to maximize student learning
- Manage and work closely with the Director of Curriculum and Instruction on all job responsibilities associated with the positions
- Manage the Director of Curriculum and Instruction, Director of Student Supports, Director of Finance and Operations, and teaching staff
- Lead all student Town Halls in coordination with the Dean of Student Supports
- Lead all staff development and administrative meetings in coordination with the Director of Curriculum and Instruction
- Manage and direct recruitment, hiring, and retention of all staff members, including salary, contract, and benefit orientations
- Draft and provide evaluations of all staff members
- Coordinate lottery, admissions, enrollment, and waitlist procedures for the school
- Lead orientation, training and evaluation of all staff members



- Implement all student discipline, code of conduct, and behavior standards in conjunction with other administrative and teaching staff
- Review all student report cards before disbursement to families, or delegate to appropriate staff upon school growth
- Serve as primary spokesperson for school to both internal and external constituents including media, community members, parents, political leaders and representatives, and visitors
- Support and work with all Board committees as well as provide information, data, reports, and context necessary to assist in effective governance of the school
- Manage and allocate school resources, including financial resources, in alignment with values of school; work with external back office providers and Operations Manager to evaluate the accuracy of all financial documents
- Supervise and monitor daily inputs and outputs of school including accounts payable and receivable, cash receipts and disbursements, payroll/benefits, taxes, staff, and school supplies
- Work with Director of Finance and Operations and Director of Curriculum and Instruction to prepare or oversee and submit required reports, evaluations, and data to all external and funding sources
- Continue to develop a financial plan for school's capital needs in order to secure permanent facility for school
- Inspire staff and student body to remain focused and determined in work of fulfilling the mission of school



LETTER OF AGREEMENT

THIS AGREEMENT is made by and between Tulsa Honor Academy Charter School, hereinafter referred to as "The School," and Elsie P. Urueta, hereinafter referred to as the "Employee."

1. **EMPLOYMENT:** The School employs Elsie P. Urueta as the Head of School at Tulsa Honor Academy and the Employee accepts employment on the following terms and conditions:
2. **TERMS:** Except as otherwise provided in paragraph 6 hereof, the School shall employ the Employee for the period September 8, 2014 to June 30, 2014. This Agreement may be extended automatically for successive periods of one (1) year unless the Head of School notifies the Employee in writing by June 1 of the then current year of his intent to terminate the Agreement as of the end of such year.
3. **COMPENSATION:** The Employee's compensation shall be \$75,000 for the year, which shall be paid incrementally during the year at regular payroll periods for the duration of Employee's employment with the School. If the Employee's service for the School terminates for any reason prior to the end of the year, the School shall pay the Employee such incremental compensation through the payroll period (and any fraction thereof) coinciding with to the date of termination.
4. **BENEFITS:** The Employee shall be provided medical benefits through June 30, 2014. The School reserves the right to offer different or additional benefits to the Employee.
5. **EVALUATION:** The Employee shall perform her duties as detailed in her job description and as outlined bylaws and Tulsa Honor Academy Charter School Application, which Elsie P. Urueta acknowledges receipt of by signing this letter. The Board of Directors shall meet with the Employee during the year to discuss her job performance and will provide formal annual evaluation of the Employee's job performance.

Please indicate your agreement to the foregoing by signing this letter in the space provided below.

_____	_____
Head of School	Date
_____	_____
Board Chair	Date
_____	_____
Board Member	Date
_____	_____
Board Member	Date
_____	_____
Board Member	Date

Tulsa Honor Academy Charter School Five-Year Revenue and Expenditure Projections

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
Assumptions						
Revenue Growth		0.0%	0.0%	0.0%	0.0%	0.0%
State & local government price deflator (COLA)		2.5%	2.5%	2.5%	2.5%	2.5%
Number of additional students	0	128	128	128	128	0
Number of Founding Administration (Head of School)	1	1	1	1	1	1
Number of Additional Teachers	0	7	7	7	7	0
Number of Additional Administration and Other Staff	0	2	2	2	1	0
REVENUES						
Foundation and Salary Incentive Aide		\$ 563,200	\$ 1,126,400	\$ 1,689,600	\$ 2,252,800	\$ 2,252,800
NCLB Title I Funding		\$ 38,400	\$ 76,800	\$ 115,200	\$ 153,600	\$ 153,600
NCLB Title II Funding		\$ 4,864	\$ 9,728	\$ 14,592	\$ 19,456	\$ 19,456
National School Lunch Program-USDA		\$ 58,880	\$ 117,760	\$ 176,640	\$ 235,520	\$ 235,520
IDEA		\$ 15,360	\$ 30,720	\$ 46,080	\$ 61,440	\$ 61,440
Flexible Benefit Allowance-Insurance		\$ 44,536	\$ 79,886	\$ 116,977	\$ 155,871	\$ 172,058
Grants and Fundraising (Committed)	\$ 300,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
TOTAL REVENUES	\$ 300,000	\$ 825,240	\$ 1,541,294	\$ 2,259,089	\$ 2,978,687	\$ 2,994,874
EXPENDITURES						
Salaries						
Head of School	\$ 75,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
Teachers		266,000	545,300	817,950	1,090,600	1,117,865
Instructional aides		-	-	-	-	-
Other Administration and Staff		78,000	178,700	257,400	307,400	315,085
Total Salaries	\$ 70,000	429,000	809,000	1,160,350	1,483,000	1,517,950
Retirement	\$ 3,500	38,610	72,810	104,432	133,470	136,616
Health	\$ 6,472	44,536	79,886	116,977	155,871	172,058
Payroll Taxes	\$ 5,355	32,819	61,889	88,767	113,450	116,123
Other	\$ 1,750	10,725	20,225	29,009	37,075	37,949
Total Benefits	\$ 17,077	126,690	234,810	339,184	439,866	462,745
Total Personnel Costs	\$ 87,077	555,690	1,043,810	1,499,534	1,922,866	1,980,695
Books and Supplies						
Instructional Materials and Supplies		19,200	38,400	57,600	76,800	76,800
Other Books	\$ 200	12,800	25,600	38,400	51,200	51,200
Technology	\$ 500	12,000	12,300	12,608	12,923	13,246
Software		10,000	10,000	10,000	10,000	10,000
Office Supplies	\$ 500	2,400	4,800	7,200	9,600	9,600
Janitorial Supplies		1,200	2,460	3,782	4,846	4,967
Total Books and Supplies	\$ 1,200	57,600	93,560	129,590	165,369	165,813
Services and Contracts						
Management Fees	\$ -	28,160	56,320	84,480	112,640	112,640
Accounting	\$ 5,500	15,000	18,000	21,000	24,000	24,000
Audit		10,000	10,000	10,000	10,000	10,000
Legal	\$ 2,000	2,000	2,000	2,000	2,000	2,000
Liability & Property Insurance	\$ -	12,000	5,000	5,000	5,000	5,000
Student testing & Assessment	\$ -	3,840	7,680	11,520	15,360	15,360
Transportation	\$ -	28,800	57,600	86,400	115,200	115,200
Staff Development	\$ 5,000	10,000	18,000	27,000	35,000	35,000
Student Recruitment	\$ 1,920	1,920	1,920	1,920	1,920	1,920
Staff Recruitment	\$ 4,500	4,500	4,500	4,500	4,500	1,000
Special Education Consultant	\$ -	-	-	-	-	-
Travel & Conferences, Board Retreat	\$ 10,000	6,000	6,000	6,000	6,000	6,000
Internet Service Provider	\$ -	9,600	19,200	28,800	38,400	38,400
Postage	\$ 300	1,440	2,880	4,320	5,760	5,760
Copier Lease	\$ 2,250	16,800	16,800	25,200	42,000	42,000
Food Services Fees	\$ -	47,360	94,720	142,080	189,440	189,440
Total Services and Contracts	\$ 31,470	197,420	320,620	460,220	607,220	603,720

Tulsa Honor Academy Charter School Annual Operating Budget for Year 1 of Operations

Line Item	Dollar Amount/ Number	Comments and Underlying Assumptions
Major Assumptions:		
Number of Students	128	Assumes 4 classes of 32 students per grade
Student: Teacher Ratio	32:1	
Number of Teachers	7	Assumes 1 Reading, 1 Writing, 1 Math, 1 Science, 1 Social Studies, 1 SPED, and 1 Elective Teacher
Number of Instructional Aides		
Facility Square Footage	12,800	Assumes 100 square feet per student
Average Teacher Salary	\$ 38,000	Assumes differential between \$32K of starting teachers at local charter schools and starting salary for THA
Average Instructional Aide Salary	\$ 22,000	Based upon local aide salaries at charter schools within TPS
Base state and Local Aide/Students	\$ 4,400	Based upon per pupil state funding of local charter schools and estimates from local CPA that works with local charter schools.
NCLB Title I Funding	\$ 300	Based on estimates from local charter school with similar demographics and grade configurations
NCLB Title II Funding	\$ 38	Based on estimates from local charter school with similar demographics and grade configurations
National School Lunch Program-USDA	\$ 460	Based on estimates from local charter school with similar demographics and grade configurations
IDEA	\$ 120	Based on estimates from local charter school with similar demographics and grade configurations
REVENUES		
Foundation and Salary Incentive Aide	\$ 563,200	Assumes 128 students @ \$4,400 per pupil funding
NCLB Title I Funding	\$ 38,400	Assumes 128 students @ \$300 per pupil funding
NCLB Title II Funding	\$ 4,864	Assumes 128 students @ \$38 per pupil funding
National School Lunch Program-USDA	\$ 58,880	Assumes 128 students @ \$460 per pupil funding
IDEA	\$ 15,360	Assumes 128 students @ \$120 per pupil funding
Flexible Benefit Allowance-Insurance	\$ 44,536	Based on estimates from local charter school with similar demographics and grade configurations
Grants and Fundraising (Committed)	\$ 100,000	Assumes 100,000 of conservative fund development from Foundation Board
TOTAL REVENUES	\$ 825,240	
EXPENDITURES		
Salaries		
Head of School	\$ 85,000	Assumes 1 Head of School at \$85,000. (Assumes Head of School is paid \$75,000 in Y0)
Teachers	\$ 266,000	Assumes 7 teachers @ \$38,000 each.
Instructional aides	\$ -	
Other Administration and Staff	\$ 78,000	Assumes 1 Operations Manager @ \$50,000 and 1 Office Manager @ \$28,000
Total Salaries	\$ 429,000	
Retirement	\$ 38,610	Assumes 9% of Total Salaries
Health	\$ 44,536	Assumes insurance costs equal to allowance provided through state FBA
Payroll Taxes	\$ 32,819	Assumes Medicare and Social Security @ 7.65% of salaries
Other	\$ 10,725	Assumes 2.5% of salaries for workers' comp, unemployment insurance, and other payroll costs
Total Benefits	\$ 126,690	
Total Personnel Costs	\$ 555,690	
Books and Supplies		
Instructional Materials and Supplies	\$ 19,200	Assumes \$150 per student
Other Books	\$ 12,800	Assumes \$100 per student
Technology	\$ 12,000	Assumes 40 computers at \$300 each
Software	\$ 10,000	Assumes full package at \$10,000
Office Supplies	\$ 2,400	Assumes \$200 per month
Janitorial Supplies	\$ 1,200	Assumes \$100 per month
Total Books and Supplies	\$ 57,600	
Services and Contracts		
Management Fee	\$ 28,160	Assumes 5% of State Revenue
Accounting	\$ 15,000	Assumes \$1,250 monthly fee for Y1 and increases each year by \$250 per month until reaching full capacity
Audit	\$ 10,000	Assumes \$10,000 annual audit fee
Legal	\$ 2,000	Assumes \$2,000 annual retainer fee
Liability & Property Insurance	\$ 12,000	Assumes \$12000 annual fee based on local charter school figures
Student testing & Assessment	\$ 3,840	Assumes \$30 per student
Transportation	\$ 28,800	Assumes \$225 per student
Staff Development	\$ 10,000	Assumes \$1000 per FTE
Student Recruitment	\$ 1,920	Assumes \$15 per new student
Staff Recruitment	\$ 4,050	Assumes \$450 per new FTE
Special Education Consultant	\$ -	
Travel & Conferences, Board Retreat	\$ 6,000	Assumes \$4,000 for annual board training and retreat, \$500 for supplies, \$1500 for D&O
Internet Service Provider	\$ 9,600	Assumes 40 accounts at \$20/month
Postage	\$ 1,440	Assumes \$120/month
Copier Lease	\$ 16,800	Assumes 2 copiers at \$700 per month each

Tulsa Honor Academy Charter School Monthly Cash Flow for Year 1 of Operations

	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Total	Annual Budget	Variance
REVENUES															
Base state and local aid	\$ -	\$ 51,200	\$ 51,200	\$ 51,200	\$ 51,200	\$ 51,200	\$ 51,200	\$ 51,200	\$ 51,200	\$ 51,200	\$ 51,200	\$ 51,200	\$ 563,200	\$ 563,200	\$ -
NCLB Title I Funding	\$ -	\$ 3,491	\$ 3,491	\$ 3,491	\$ 3,491	\$ 3,491	\$ 3,491	\$ 3,491	\$ 3,491	\$ 3,491	\$ 3,491	\$ 3,491	\$ 38,400	\$ 38,400	\$ -
NCLB Title II Funding	\$ -	\$ 442	\$ 442	\$ 442	\$ 442	\$ 442	\$ 442	\$ 442	\$ 442	\$ 442	\$ 442	\$ 442	\$ 4,864	\$ 4,864	\$ -
National School Lunch Program-USDA	\$ -	\$ 5,353	\$ 5,352.73	\$ 5,352.73	\$ 5,352.73	\$ 5,352.73	\$ 5,352.73	\$ 5,352.73	\$ 5,352.73	\$ 5,352.73	\$ 5,352.73	\$ 5,352.73	\$ 58,880	\$ 58,880	\$ -
IDEA	\$ -	\$ 1,396	\$ 1,396	\$ 1,396	\$ 1,396	\$ 1,396	\$ 1,396	\$ 1,396	\$ 1,396	\$ 1,396	\$ 1,396	\$ 1,396	\$ 15,360	\$ 15,360	\$ -
Flexible Benefit Allowance-Insurance	\$ -	\$ 4,049	\$ 4,049	\$ 4,049	\$ 4,049	\$ 4,049	\$ 4,049	\$ 4,049	\$ 4,049	\$ 4,049	\$ 4,049	\$ 4,049	\$ 44,536	\$ 44,536	\$ -
Grants and fundraising (Committed)	100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -
Total Revenues	\$ 100,000	\$ 65,931	\$ 825,240	\$ 825,240	\$ -										
EXPENDITURES															
Salaries															
Director	\$ 7,083	\$ 7,083	\$ 7,083	\$ 7,083	\$ 7,083	\$ 7,083	\$ 7,083	\$ 7,083	\$ 7,083	\$ 7,083	\$ 7,083	\$ 7,083	\$ 85,000	\$ 85,000	\$ -
Teachers	22,167	22,167	22,166.67	22,166.67	22,166.67	22,166.67	22,166.67	22,166.67	22,166.67	22,166.67	22,166.67	22,166.67	266,000	266,000	\$ -
Instructional aides	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other administration and staff	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	78,000	78,000	-
Benefits															
Retirement	3,218	3,218	3,218	3,218	3,218	3,218	3,218	3,218	3,218	3,218	3,218	3,218	38,610	38,610	-
Health	3,711	3,711	3,711	3,711	3,711	3,711	3,711	3,711	3,711	3,711	3,711	3,711	44,536	44,536	-
FICA	2,735	2,735	2,735	2,735	2,735	2,735	2,735	2,735	2,735	2,735	2,735	2,735	32,819	32,819	-
Other	894	894	894	894	894	894	894	894	894	894	894	894	10,725	10,725	-
Books and Supplies															
Instructional Materials and Supplies	10,000	836	836	836	836	836	836	836	836	836	836	836	19,200	19,200	-
Other Books	6,000	618	618	618	618	618	618	618	618	618	618	618	12,800	12,800	-
Technology	12,000	-	-	-	-	-	-	-	-	-	-	-	12,000	12,000	-
Software	10,000	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	-
Office supplies	200	200	200	200	200	200	200	200	200	200	200	200	2,400	2,400	-
Janitorial Supplies	100	100	100	100	100	100	100	100	100	100	100	100	1,200	1,200	-
Services and Contracts															
Management Fee	2,347	2,347	2,347	2,347	2,347	2,347	2,347	2,347	2,347	2,347	2,347	2,347	28,160	28,160	-
Accounting	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000	15,000	-
Audit	-	-	-	-	-	-	-	-	-	10,000	-	-	10,000	10,000	-
Legal	167	167	167	167	167	167	167	167	167	167	167	167	2,000	2,000	-
Liability & Property Insurance	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000	12,000	-
Student testing & Assessment	3,840	-	-	-	-	-	-	-	-	-	-	-	3,840	3,840	-
Transportation	-	2,618	2,618	2,618	2,618	2,618	2,618	2,618	2,618	2,618	2,618	2,618	28,800	28,800	-
Staff Development	5,000	500	500	500	500	500	500	500	500	500	500	-	10,000	10,000	-
Student Recruitment	-	-	-	-	480	480	480	480	-	-	-	-	1,920	1,920	-
Staff Recruitment	-	-	-	-	1,013	1,013	1,013	1,013	-	-	-	-	4,050	4,050	-
Travel & Conferences, Board Retreat	167	167	4,167	167	167	167	167	167	167	167	167	167	6,000	6,000	-
Internet provider	800	800	800	800	800	800	800	800	800	800	800	800	9,600	9,600	-
Postage	120	120	120	120	120	120	120	120	120	120	120	120	1,440	1,440	-
Copier lease	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	16,800	16,800	-
Food Services	-	4,736	4,736	4,736	4,736	4,736	4,736	4,736	4,736	4,736	4,736	-	47,360	47,360	-
Facilities and Capital															
Rent/lease/mortgage	1,280	640	640	640	640	640	640	640	640	640	640	-	7,680	7,680	-
Replace furnishings & equipment	9,600	-	-	-	-	-	-	-	-	-	-	-	9,600	9,600	-
Gas/electric	450	450	450	450	450	450	450	450	450	450	450	450	5,400	5,400	-
Phone	130	130	130	130	130	130	130	130	130	130	130	130	1,560	1,560	-
Security alarm	100	100	100	100	100	100	100	100	100	100	100	100	1,200	1,200	-
Total Expenditures	\$ 112,257	\$ 64,486	\$ 68,486	\$ 64,486	\$ 65,979	\$ 65,979	\$ 65,979	\$ 65,979	\$ 64,486	\$ 74,486	\$ 64,486	\$ 58,610	\$ 835,700	\$ 835,700	\$ -
Monthly Surplus (Deficit)	\$ (12,257)	\$ 1,445	\$ (2,555)	\$ 1,445	\$ (48)	\$ (48)	\$ (48)	\$ (48)	\$ 1,445	\$ (8,555)	\$ 1,445	\$ 7,321			
BEGINNING FUND BALANCE	\$ 165,991														
Cash in Bank (Cash Deficit)	\$ 153,734	\$ 155,178	\$ 152,623	\$ 154,068	\$ 154,020	\$ 153,972	\$ 153,924	\$ 153,877	\$ 155,321	\$ 146,766	\$ 148,211	\$ 155,532			

LEADERSHIP SUSTAINABILITY PLAN

I. RATIONAL

The board officer and Head of School roles are critical to the smooth-functioning of a charter school.

This document outlines plans for the Tulsa Honor Academy Charter School Board of Directors to:

- Ensure ongoing and continuous development of leadership capacity at the Head of School and board levels,
- Respond in a timely and effective manner to an emergency leadership transition, and
- Respond in a timely and effective manner to a planned leadership transition.

II. LEADERSHIP CAPACITY DEVELOPMENT

Board

The Tulsa Honor Academy bylaws call for board leadership consisting of four officers: a Chair, Vice Chair, Treasurer, and Secretary. To ensure a pipeline of board members capable of taking on these roles, the board will emphasize strategic recruitment, ongoing board training, and active committee participation.

The board's Governance Committee will also oversee an annual board self-assessment in order to identify the board's strengths and challenges. The Governance Committee will develop and oversee implementation of strategies to ensure that identified challenges are addressed by the board to ensure effective governance.

The Governance Committee will also implement an annual process for determining board member recruitment priorities--such as professional expertise, experience, and background—and recruiting for those specific needs. Priority will be placed on identifying and inviting board members who have the potential to serve in a leadership capacity. Increasing attention will also be paid to recruiting new members with governance experience. The board will also ensure that, at all times, at least two members of the board have deep financial expertise such that they would be able to assume the role of treasurer.

The Governance Committee will implement an ongoing board training program and invite in other experts in critical areas such as academic assessment, fundraising, and charter school finances as appropriate.

Tulsa Honor Academy recognizes that committee membership and leadership are two of the most effective strategies for deepening board member leadership capacity and engagement. The Governance Committee will ensure 100 percent participation on committees and will consider committee membership during the annual board member self-assessment.

Finally, the Governance Committee and Board Chair will engage each board member in annual reflection on his or her work on the board, offering feedback and opportunities for development.

Head of School

The Head of School and Leadership Team, including the Dean of Curriculum and Instruction and Operations Manager, will participate in ongoing leadership development. This development will include monthly Leadership Team specific professional development during Data Days, participation in BES Weekend Warriors, participation in conferences, etc.

III. EMERGENCY LEADERSHIP TRANSITION

Board

An emergency leadership transition on the board would involve the unplanned resignation or loss of an officer during his or her term. In the event of such an emergency, the board will follow the procedures outlined in the Article III and Article VI sections of the Tulsa Honor Academy bylaws.

Head of School¹

To ensure school continuity and stability In the case of the unplanned resignation or loss of the Head of School, the Tulsa Honor Academy Board will take action in the areas of communications, financial oversight, interim management, and executive search.

Communications

In the case of an emergency chief executive transition, the Board Chair will become the first point of contact, notifying all board members of the transition, and leading discussion about next steps. The Board Chair will send subsequent communication containing the circumstances and recommended plan of action to the full Board for approval and to the school staff for information. Once the full Board has approved a plan of action, the Board Chair will send a message to the organization's key stakeholders, e.g. authorizer, funders, parents, and Building Excellent Schools detailing the plan.

¹ The following section on emergency transition of the Head of School is adapted from Nancy R. Axelrod, *Chief Executive Succession Planning: Essential Guidance for Boards and HOSs* (Washington, DC: BoardSource, 2010): 9-10.



The Board will ensure ongoing access to key stakeholder contact lists and to critical passwords, such as those used for social media accounts.

Financial Oversight

To enable business to continue in the case of an emergency chief executive transition, the Board will ensure that the Chair and Treasurer are signatories on the school's checking accounts.

For ease of access, the Board will ensure the ability to make transactions electronically on all accounts. The board will also ensure ongoing access to current contact details for all financial advisors, accountants and back-office vendors, and key funders.

Finally, the Board will ensure that a schedule of key activities and deadlines, such as the IRS Form 990 is current and accessible.

Interim Management

In the case of an emergency transition, the board will designate the Chief Academic Officer as Acting Head of School. The Acting Head of School has limited executive power. He or she will be appointed by the Board to provide leadership during the planning and or implementation phases of the executive search.

Executive Search

The Board will immediately convene an ad hoc committee comprised of the Chair and two other Board members, and chaired by the Chair. The search committee will develop a plan and timeline to search for a new chief executive. The search should prioritize internal candidates, leveraging the school's ongoing investment in leadership capacity development.

IV. PLANNED LEADERSHIP TRANSITION

Board

A planned leadership transition at the Board level would involve an officer giving at least three months' notice of his or her intention to leave office. Typically, such transitions happen naturally, at the end of an officer's term, however, they may happen during a term. In the event of such a planned transition, the Board will follow the procedures outlined in the Article III and IV sections of the bylaws.

Head of School

A planned leadership transition on the chief executive level involves the school leader giving at least six months' notice of his or her intention to resign. In the event of such a planned transition, the board will immediately convene an ad hoc committee comprised of the Chair and two other



board members, and chaired by the Chair. The search committee will develop a plan and timeline to search for a new chief executive. The search should prioritize internal candidates, leveraging the school's ongoing investment in leadership capacity development. The search should also include a plan for communicating with key stakeholders and the public.

V. ANNUAL REVIEW

This Leadership Sustainability Plan will be reviewed and approved by the Board annually at its annual meeting.



TULSA HONOR ACADEMY

● ● ● ACADEMICS, CHARACTER, EXCELLENCE ● ● ●

2014-2015 SCHOOL CALENDAR

Date	Time	Event Details	Location
September 8, 2014	6:30 — 8:00 pm	Board Meeting	Hicks Park 3443 S. Mingo Rd. Tulsa, OK 74146
October 4, 2014	8:00 am—3:00 pm	Board Retreat	TBD
October 13, 2014	6:30 — 8:00 pm	Board Meeting	Hicks Park 3443 S. Mingo Rd. Tulsa, OK 74146
November 10, 2014	6:30 — 8:00 pm	Board Meeting	Martin Regional Library 2601 S. Garnett Rd. Tulsa, OK 74129
December 8, 2014	6:30 — 8:00 pm	Board Meeting	Martin Regional Library 2601 S. Garnett Rd. Tulsa, OK 74129
January 12, 2015	6:30 — 8:00 pm	Board Meeting	TBD
February 9, 2015	6:30 — 8:00 pm	Board Meeting	TBD
March 9, 2015	6:30 — 8:00 pm	Board Meeting	TBD
April 13, 2015	6:30 — 8:00 pm	Board Meeting	TBD
May 11, 2015	6:30 — 8:00 pm	Board Meeting	TBD
June 8, 2015	6:30 — 8:00 pm	Board Meeting	TBD



HEAD OF SCHOOL REPORT

Monday, September 8, 2014

6:30 pm – 8:00 pm

302 DAYS UNTIL OUR TEACHERS START!! (July 7)
329 DAYS UNTIL OUR DOORS OPEN TO SCHOLARS! (August 4)

Although it's been one week since authorization, we have already made progress towards making Tulsa Honor Academy a reality.

I. RECENT DEVELOPMENTS

The website went live a few hours after authorization. The student enrollment and team member applications are available on our website. Please refer interested people to www.tulсахonoracademy.org.

Our Facebook page is also live. Check it out!

On Friday, September 5, 2014, I met with Jay Jenkins, a local CPA. We are negotiating a fair contract between his firm and THA.

II. STUDENT ENROLLMENT

We have already received our first application! Nonetheless, there is still much work to be done.

- The first recruitment event will be Saturday, October 25, 2014.
- Moises Echeverria is our first Academic Achievement Committee member. He is thrilled to be working with us to recruit students to THA.
- Please refer interested parents and students to our application online or directly to me.

III. HUMAN RESOURCES

We have done a number of things to begin the recruitment process with teachers:

- Began the THA Planning Year Fellow program
- Set up meetings with interested teachers
- Posted application on website.

We currently have one individual who is a strong prospect and I will extend an offer soon. At the moment, all of the positions for next year are available:



1. One (1) Fifth Grade Reading Teacher
2. One (1) Fifth Grade Math Teacher
3. One (1) Fifth Grade Writing Teacher
4. One (1) Fifth Grade Social Studies Teacher
5. One (1) Fifth Grade Science Teacher
6. One (1) Fifth Grade Elective Teacher
7. One (1) Fifth Grade Special Education Teacher
8. One (1) Office Manager
9. One (1) Dean of Students and Operations

I am getting in touch with OU, OSU, and TU to attend a teacher job fair. I am also getting in contact with TFA St. Louis, Kansas City, Indianapolis, Memphis, and Nashville as they are the closest regions.

IV. POLICIES AND PROCEDURES

We will have a meeting with Tulsa Public Schools to discuss and begin drafting a contract for food and transportation services.

As mentioned above, we are working with Jack H. Jenkins, CPA, P.C. to develop a contract for our accounting services.

We will need to identify an attorney to represent us and develop a contract as well.

These contracts will be presented to the Finance Committee at their first monthly meeting.

Handbooks have been drafted for the following:

- Student and Family Handbook
- Employee Handbook (for all staff)
- Board Policies (for board members and public upon request)

Handbooks are currently being written for the following:

- School Culture Handbook (for all staff – sets out all of our behavioral and school culture expectations)
- Instructional Guide (for teachers – sets all of our instructional methods and expectations for implementation of the same)

Once we secured a contract for representations from our attorneys, they will need to review both the Student/Family and Employee Handbooks. Once that review is complete, all handbooks will be delivered to the board for review and comment.



V. STAFF PROFESSIONAL DEVELOPMENT

All new staff will report to work on July 7, 2015. We are in the process of working out the day-by-day schedule of that Summer PD. We have targeted May 15th as the day for a final draft. We will share our plans at the May meeting.

VI. OPERATIONS

Facilities—We have a meeting with a Mike Ronan, President and CEO of Charter School Support Services (CSSS) to discuss the different facility options. This is a free service provided to us via our BES affiliations. Mr. Ronan was the Founder and CEO of Lighthouse Academies at the national level. He has 20+ years of experience founding and leading charter schools across the country. He led the efforts to bring Lighthouse to Tulsa, so he is also very familiar with the Tulsa landscape and politics.

Employee Benefits—We have been in conversation with Northwestern Mutual; they are currently preparing a proposal for us. I reached out to two other brokers. The finance committee will receive all broker proposals and present their recommendation to the board once they have reviewed all proposals.

Uniforms—TBD

Furniture—TBD