



## BOARD OF DIRECTORS MEETING

Tuesday, November 27, 2018

6:00 pm – 7:30 pm

Tulsa Honor Academy | 209 S. Lakewood Ave.

Posted on: \_\_\_\_\_ at \_\_\_\_\_

Posted by: \_\_\_\_\_

### AGENDA

Action	Item	Lead	Time	
1.	-	Welcome	Ben Stewart, Board Chair	6:00 p.m.
2.	-	Roll Call	Ben Stewart, Board Chair	6:02 p.m.
3.	VOTE	Approval of the Consent Agenda a) Meeting Agenda b) October Meeting Minutes	Ben Stewart, Board Chair	6:03 p.m.
4.	VOTE	Approval of General Liability Insurance with Holmes Murphy	Gustavo Ibarra, Dean of Finance and Accountability	6:05 p.m.
5.	INFO	THA High School Expansion a) Review of November 19 TPS Board Meeting b) Update on December 3 TPS Board Meeting c) Facility Update	Elsie Urueta Pollock, Executive Director	6:10 p.m.
6.	INFO	Head of School Report	THA Leadership Team	6:25 p.m.
7.	INFO	Committee Updates a) Finance Committee b) Development Committee c) Governance Committee d) Academic Achievement Committee	Committee Chairs	6:40 p.m.
8.		New Business	Ben Stewart, Board Chair	7:00 p.m.
9.		Adjourn	Ben Stewart, Board Chair	7:05 p.m.

### ATTACHMENTS

- A. October Meeting Minutes

***Tulsa Honor Academy Charter School***

209 S. Lakewood Ave.  
Tulsa, OK 74112

***Business Insurance Proposal***

11/09/2018 – 11/09/2019

Prepared By: ***Eric Bolduc***  
***Account Executive***

## YOUR HOLMES MURPHY TEAM

Each client is vitally important to Holmes Murphy. To ensure you receive the proper services, an Account Management Team has been assembled for you.

### **Account Management**

Eric Bolduc  
Account Executive  
EBolduc@holmesmurphy.com  
480 385-1015

### **Client Services**

Emily Duarte  
Client Service Consultant, PC  
eduarte@holmesmurphy.com  
605 333-2437

### **Claims**

Megan Carpenter  
Claims Account Manager  
mcarpenter@holmesmurphy.com  
515 223-7050

This is a convenient coverage summary, not a legal contract. This document is provided to facilitate your understanding of your insurance program. Please refer to the actual policies for specific terms, conditions, limitations, and exclusions that will govern in the event of a loss. Specimen copies of all policies are available for review prior to the binding of coverage.

In evaluating your exposures to loss, we have been dependent upon information, including property values that were provided by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, such as your beginning new operations, hiring employees in new states, buying additional property, etc., please let us know so proper coverage(s) can be discussed.

It is Holmes Murphy's policy to place coverage with carriers who have a secure financial strength rating.

A.M. Best Company is a leading provider of insurer ratings of a company's financial strength and ability to meet its obligations to policyholders.

A.M. Best's Rating is an independent opinion, based on a comprehensive quantitative and qualitative evaluation, of a company's balance sheet strength, operating performance and business profile. Best's Ratings are not a warranty of a company's financial strength and ability to meet its obligations to policyholders.

This is a brief description of A.M. Best Ratings and their meanings:

<b>Secure Ratings:</b>		<b>Vulnerable Ratings:</b>			
A++ and A+	Superior	B and B-	Adequate	D	Very Vulnerable
A and A-	Excellent	C++ and C+	Fair	E	Under Regulatory Supervision
B++ and B+	Very Good	C and C-	Marginal	F	In Liquidation

<b>Not Rated Categories (NR):</b>		NR-3	Rating Procedure Inapplicable
NR-1	Insufficient Data	NR-4	Company request to not be published
NR-2	Insufficient Size or Operating Expense	NR-5	Not formally followed

For complete information on A.M. Best, please refer to their website: [www.ambest.com](http://www.ambest.com)

As your insurance agent/broker, generally Holmes Murphy has access to many insurance companies to place your coverage. We have obligations to you as the purchaser and to the insurance company as determined in both statutory and case law. We may have authority to obligate the insurance company on your behalf. As a result we may be bound by the terms of our agreement with the insurance company.

We typically receive compensation from the selling insurance company based on the agreement Holmes Murphy has with the company. That compensation may vary from company to company and also be impacted by the volume of business Holmes Murphy has with them, the profitability of that business, and other factors. You may receive information about our compensation on any of the policies proposed by us, by asking us for the information.

ed. 12/08/2016

## CERTIFICATE OF INSURANCE / CONTRACT REVIEW DISCLAIMER

Issued Certificates of Insurance represent coverage currently in effect and may or may not be in compliance with any written contract. Any descriptions of the insurance coverage are subject to the terms, conditions, exclusion and other provisions of the policies and any applicable regulations, rating rules or plans.

If requested, we have reviewed the contract of the referenced subject only in regard to the insurance requirements provided to us. This review should not be inferred as legal advice or as a legal opinion by our agency concerning any portion of the contract.

In addition, our agency does not guarantee the identification of all potential liabilities that may emanate under any contract. Our review is provided for your information and should not be relied upon by any party to be a fully comprehensive representation of your insurance exposures or coverage.

We at Holmes Murphy use an automated system for issuing Certificates of Insurance. The benefits to you and your customers are the capability to produce certificates promptly and our advanced automated tracking system.

As a way to ensure prompt and accurate delivery of your certificate, please provide an e-mail address for all certificate holders. If you do not have an e-mail address, please provide fax numbers as this will also expedite the delivery.

## NAMED INSUREDS

- 1. Tulsa Honor Academy Charter School**  
FEIN: 464832167  
Address: 209 S. Lakewood Ave Tulsa, OK 74112

## ADDITIONAL INTERESTS

Name	Address	City	State	Zip	Nature of Interest	Line of Business
Standley Systems	P.O. Box 460	Chickasha	OK	73023	Loss Payee	Location #1

Please refer to the policy for specific terms, conditions, limitations, and exclusions.  
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## COMMERCIAL PROPERTY COVERAGE

**INSURANCE COMPANY:** EMC Insurance Companies  
**POLICY NUMBER:** 5X7810518  
**POLICY TERM:** 11/09/2018 - 11/09/2019

Location Number 1: 209 S. Lakewood Ave, Tulsa, OK 74112

Building	Limits	Property Description	Deductible	Co-Ins	Agreed Value	Value	Causes of Loss
1	\$150,000	Business Personal Property	\$ 1,000	90 %		Replacement Cost	Special

**EXTENSIONS AND LIMITATIONS INCLUDE BUT ARE NOT LIMITED TO:  
COVERAGE**

- Property Off Premises & In Transit - \$50,000 Limit \$1,000 Deductible
- Equipment Breakdown
- School Flood Coverage
- School Earthquake/Volcanic
- Property Essential Extension

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## COMMERCIAL GENERAL LIABILITY

**INSURANCE COMPANY:** EMC Insurance Companies  
**POLICY NUMBER:** 5X7810518  
**POLICY TERM:** 11/09/2018 - 11/09/2019

**Occurrence Form:**

**LIMIT OF LIABILITY**

General Aggregate (other than Products/Completed Operations)	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Damage to Premises (any one premises)	\$300,000
Medical Expense (any one person)	\$10,000
Deductible	\$0

**Employee Benefits Liability COVERAGE**

Limit for All Claims	\$2,000,000
Limit for Each Claim	\$1,000,000
Deductible	\$1,000
Number of Employees	50

**NOTE: Higher limits may be available. Please let us know if you would like a quote for higher limits.**

**EXTENSIONS AND LIMITATIONS INCLUDE BUT ARE NOT LIMITED TO:**

**COVERAGE**

- Abuse & Molestation Liability
- School Violent Event Response: \$500,000 Aggregate Limit/ \$25,000 Each Person

## GENERAL LIABILITY SCHEDULE

**INSURANCE COMPANY:** EMC Insurance Companies  
**POLICY NUMBER:** 5X7810518  
**POLICY TERM:** 11/09/2018 - 11/09/2019

Classification	Code	ST	Rating Basis	2017-18 Exposure	2017-18 Rates	2018-19 Exposure	2018-19 Rates
Schools-Faculty Liability for Corporal Punishment of Student	47469	OK	Faculty	24	7.489	36	7.489
Schools-Elementary-Kindergarten/Junior High	47471	OK	Student	306	5.847	421	5.847

NOTE: Payroll/Sales and various other exposures are subject to verification and changes due to audit.

## AUTOMOBILE

**INSURANCE COMPANY:** EMC Insurance Companies  
**POLICY NUMBER:** 5X7810518  
**POLICY TERM:** 11/09/2018 - 11/09/2019

<b>LIABILITY</b>	<b>LIMIT</b>	<b>SYMBOL</b>
Bodily Injury/Property Damage Combined Single Limit	\$500,000	8, 9

**NOTE: Higher limits may be available. Please let us know if you would like a quote for higher limits.**

### HIRED/NONOWNED/DRIVE OTHER CAR

Hired and Non-Owned Auto Liability Limit: \$500,000  
 Hired Auto Physical Damage Limit:  
 Comprehensive:  
 Collision:  
  
 Drive Other Car Coverage (Includes Spouse) (If checked, please see Extensions and Limitations.)

### EXTENSIONS AND LIMITATIONS INCLUDE BUT ARE NOT LIMITED TO:

#### COVERAGE

- Per Policy

#### SYMBOL DESCRIPTION

- 1 Any Auto
- 2 Owned Autos Only
- 3 Owned Private Passenger Autos Only
- 4 Owned Autos Other Than Private Passenger Autos Only
- 5 Owned Autos Subject to No-Fault
- 6 Owned Autos Subject to Compulsory Uninsured Motorist Law
- 7 Specifically Described Autos
- 8 Hired Autos Only
- 9 Non-Owned Autos Only

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## EXCESS LIABILITY

**INSURANCE COMPANY:** EMC Insurance Companies  
**POLICY NUMBER:** 5X7810518  
**POLICY TERM:** 11/09/2018 - 11/09/2019

### LIMITS OF COVERAGE

Occurrence Limit	\$2,000,000
General Aggregate Limit	\$2,000,000
Self-Insured Retention	\$0

**NOTE: Higher limits may be available. Please let us know if you would like a quote for higher limits.**

### SCHEDULE OF PRIMARY COVERAGES

COVERAGE	CARRIER	UNDERLYING LIMITS
General Liability	EMC Insurance Company	<b>\$1,000,000</b> Each Occurrence
		<b>\$2,000,000</b> General Aggregate (other than Products/ Completed Ops)
		<b>\$2,000,000</b> Products & Completed Operations Aggregate
Educators Legal Liability	EMC Insurance Company	<b>\$1,000,000</b> Each Occurrence
		<b>\$1,000,000</b> Aggregate

### EXTENSIONS AND LIMITATIONS INCLUDE BUT ARE NOT LIMITED TO:

#### COVERAGE

- Per Policy

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## PREMIUM SUMMARY

COVERAGE	CARRIER	2017-18 PREMIUM	2018-19 PREMIUM
Property	EMC	\$922	\$1,002
General Liability	EMC	\$2,676	\$3,449
Cyber Liability	EMC	\$444	\$444
Educators Legal Liability	EMC	\$2,333	\$2,955
Automobile	EMC	\$250	\$500
Umbrella	EMC	\$1,243	\$1254
<b>TOTAL</b>		<b>\$7,868</b>	<b>\$9,604</b>

### EMC – Direct Bill

## HMA PAYMENT TERMS

### **Agency Bill**

*Payment is made to Holmes Murphy at the Des Moines, Iowa, address shown on the invoice. All invoices, including installment invoices, are due on the stated effective date.*

### **Direct Bill**

*Payment is made directly to the insurance company, at the address shown on their invoice. It is critical that payments are made timely to ensure that coverage remains in force. Holmes Murphy is not informed of payments due, received or delinquent; therefore, we cannot provide notification of cancellation.*

*Also, please note that due to the amount of time needed for the insurance company to issue a policy, your down payment invoice may be delayed and due concurrently with your first installment.*

### **Premium Finance**

*We can assist you in making financing arrangements with a premium finance company. Holmes Murphy will collect the down payment and the signed finance agreement and submit it to the finance company. Once the agreement is in place, it is critical that payments are made timely, directly to the premium finance company, to ensure that coverage remains in force. Holmes Murphy is not informed of payments due, received or delinquent; therefore we cannot provide notification of cancellation.*



# Q1 Survey Results



TULSA HONOR ACADEMY

• • • ACADEMICS, CHARACTER, EXCELLENCE • • •

# TULSA HONOR ACADEMY: STAFF SURVEY RESULTS

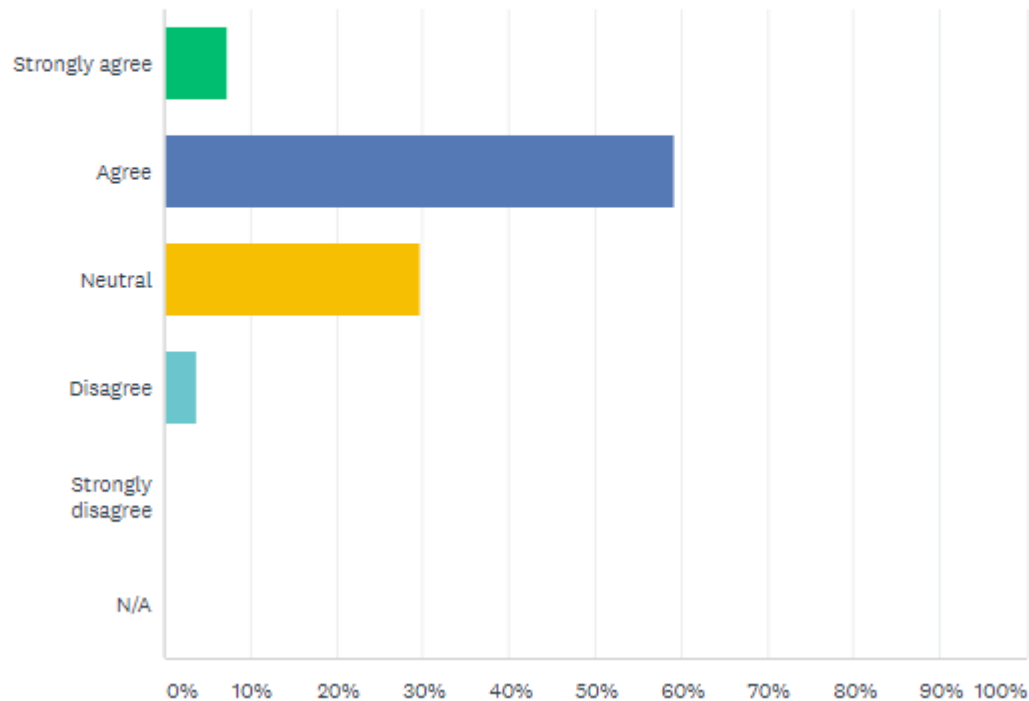
Q1

Customize

Save As ▼

I feel like our school wide systems and procedures were strong this quarter.

Answered: 27 Skipped: 0



66.67% agree or strongly agree



TULSA HONOR ACADEMY

• • • ACADEMICS, CHARACTER, EXCELLENCE • • •

# TULSA HONOR ACADEMY: STAFF SURVEY RESULTS

## Q1 COMMENTS – BIG TAKEAWAYS

1. Being understaffed has hurt some of our operations.
2. HW Club, turn in, check, etc. needs some attention.
3. We faced kinks that come with settling into a new building.





# TULSA HONOR ACADEMY: STAFF SURVEY RESULTS

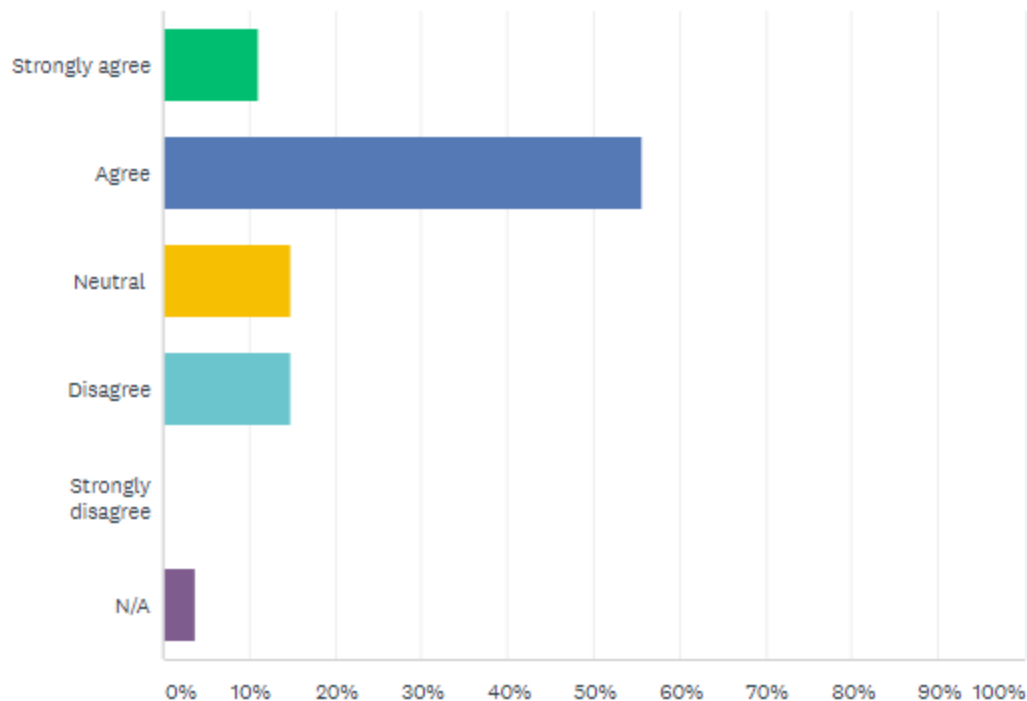
Q2

Customize

Save As ▼

I feel like the PDs on Fridays were meaningful, purposeful, helpful, and/or well prepared this quarter.

Answered: 27 Skipped: 0



**66.67% agree or strongly agree**



TULSA HONOR ACADEMY

• • • ACADEMICS, CHARACTER, EXCELLENCE • • •

# TULSA HONOR ACADEMY: STAFF SURVEY RESULTS

## Q2 COMMENTS – BIG TAKEAWAYS

1. PD has been amazing! I've learned so much.
2. PD has been good, but it feels repetitive from previous years.



# TULSA HONOR ACADEMY: STAFF SURVEY RESULTS

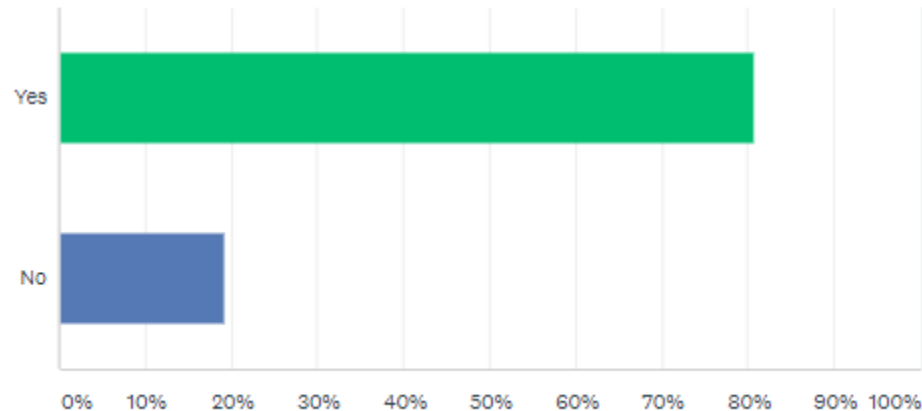
Q3

Customize

Save As ▼

If possible, would you prefer to hold Homework Club in the same location every day?

Answered: 26 Skipped: 1



80.77% agreed



TULSA HONOR ACADEMY

••• ACADEMICS, CHARACTER, EXCELLENCE •••

# TULSA HONOR ACADEMY: STAFF SURVEY RESULTS

## Q3 COMMENTS – BIG TAKEAWAYS

1. Having HW Club in one location will streamline some of the issues with this systems and add clarity.
2. I worry about having HW Club in the same classroom and that that advisory will not get to ever eat lunch in their room.



# TULSA HONOR ACADEMY: STAFF SURVEY RESULTS

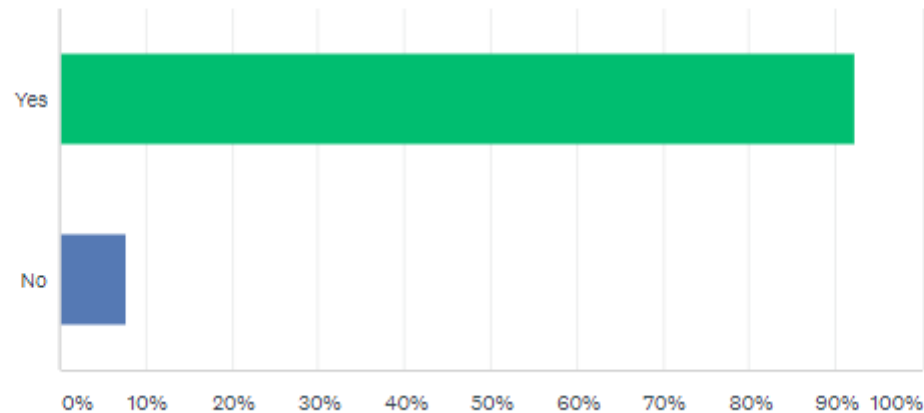
Q4

Customize

Save As ▼

Did the scholars have enough time to complete each interim assessment?

Answered: 26 Skipped: 1



92.31% agreed



TULSA HONOR ACADEMY

• • • ACADEMICS, CHARACTER, EXCELLENCE • • •

# TULSA HONOR ACADEMY: STAFF SURVEY RESULTS

## Q4 COMMENTS – BIG TAKEAWAYS

1. IF scholars didn't finish an assessment, it was the ELA Interim.
2. IF scholars didn't finish an assessment, it was only 1-3 of them and the rest finished with plenty of time.



# TULSA HONOR ACADEMY: STAFF SURVEY RESULTS

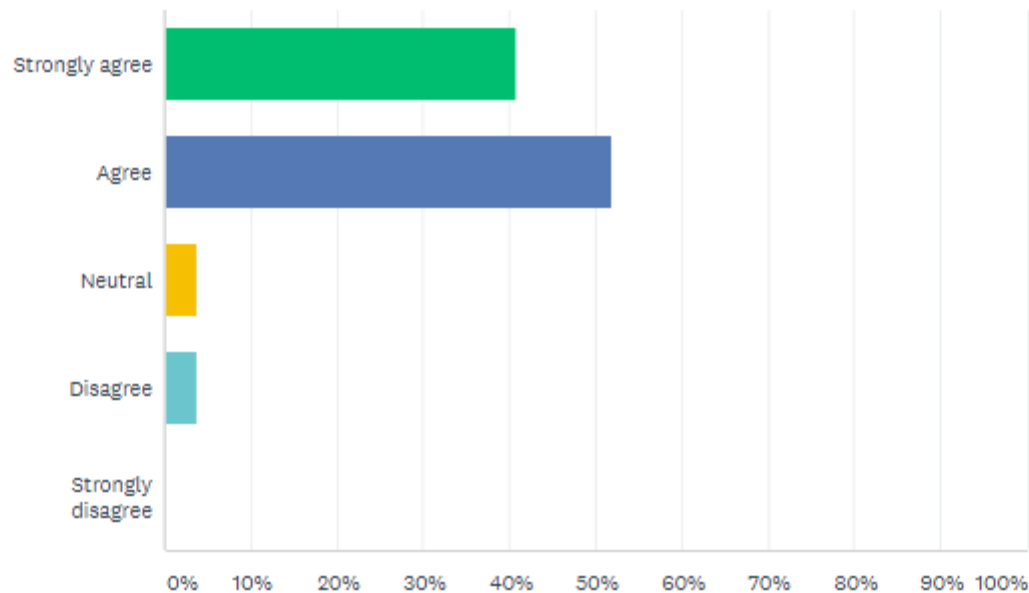
Q5

Customize

Save As ▼

I feel like the Operations Team is effective, helpful, and/or productive.

Answered: 27 Skipped: 0



92.59% agreed



TULSA HONOR ACADEMY

• • • ACADEMICS, CHARACTER, EXCELLENCE • • •

# TULSA HONOR ACADEMY: STAFF SURVEY RESULTS

## Q5 COMMENTS – BIG TAKEAWAYS

1. The Ops Team has been working very hard.
2. The move to our new building and being understaff makes it challenging for the Ops Team to execute all of their responsibilities efficiently.





# TULSA HONOR ACADEMY: STAFF SURVEY RESULTS

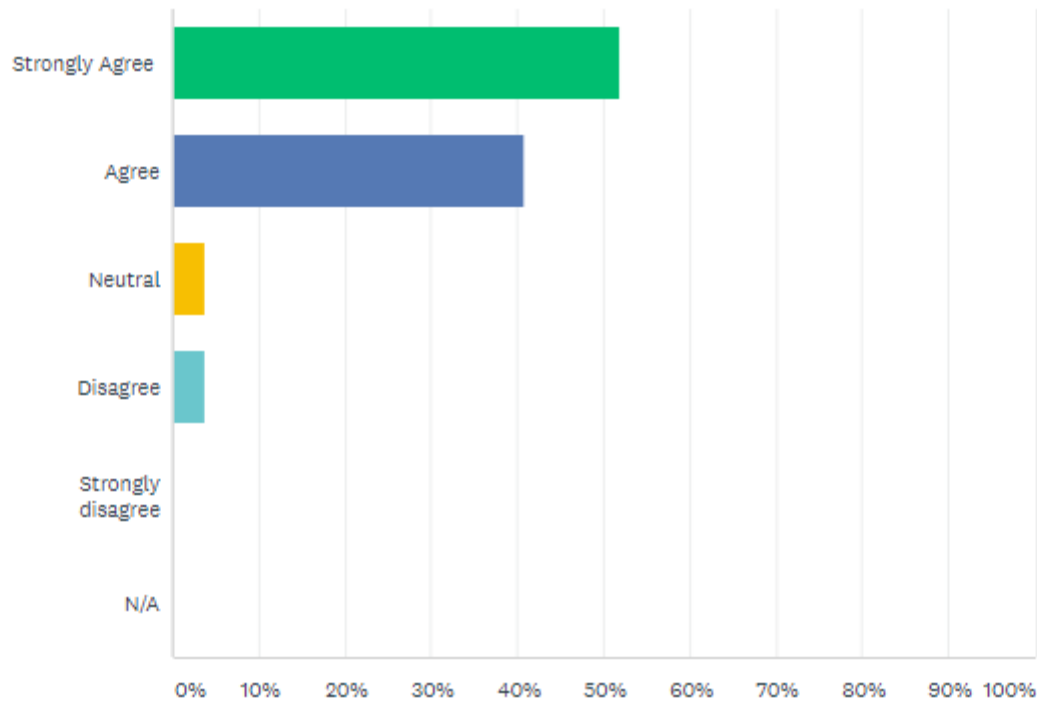
Q6

Customize

Save As ▼

I feel like the Leadership Team cares about me and my success.

Answered: 27 Skipped: 0



92.59% agreed



TULSA HONOR ACADEMY

• • • ACADEMICS, CHARACTER, EXCELLENCE • • •

# TULSA HONOR ACADEMY: STAFF SURVEY RESULTS

## Q6 COMMENTS – BIG TAKEAWAYS

1. All of the Leadership Team members have helped me grow and become a better teacher.



# TULSA HONOR ACADEMY: STAFF SURVEY RESULTS

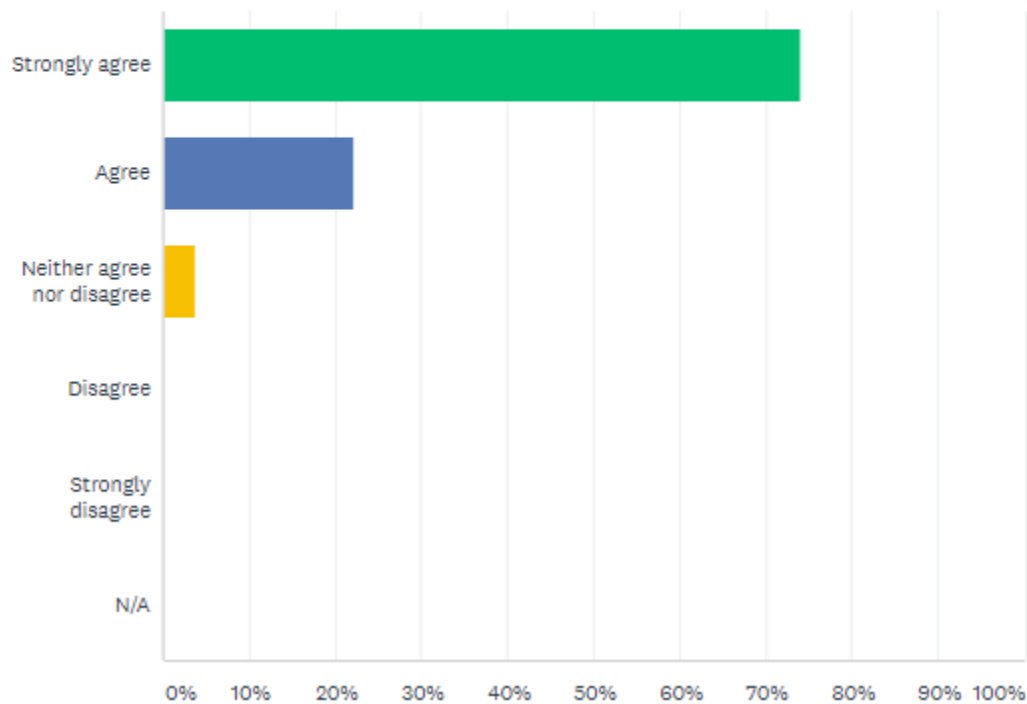
Q7

Customize

Save As ▼

I feel like the Leadership Team cares about our scholars, families, and their success.

Answered: 27 Skipped: 0



96.29% agreed



TULSA HONOR ACADEMY

• • • ACADEMICS, CHARACTER, EXCELLENCE • • •

# TULSA HONOR ACADEMY: STAFF SURVEY RESULTS

## Q7 COMMENTS – BIG TAKEAWAYS

N/A



TULSA HONOR ACADEMY

• • • ACADEMICS, CHARACTER, EXCELLENCE • • •

# TULSA HONOR ACADEMY: STAFF SURVEY RESULTS

Q8: Overall, what was the biggest strength of Quarter 1

## Q8 – BIG TAKEAWAYS

1. Despite the many challenges (move to a new building, vacancies, new grade, etc.), we came together as a strong team.
2. We “make it work”.
3. Other
  - Professional development
  - Adjusting to new building
  - Culture (both scholar and adult)



# TULSA HONOR ACADEMY: STAFF SURVEY RESULTS

Q9: Overall, what was the most challenging part of Quarter 1

## Q9 – BIG TAKEAWAYS

1. All the challenges associated with a move...
  - Tweaking systems and procedures
  - Adjustment of buses
  - Figuring out where everything is
2. Being understaffed
3. Individual challenges (i.e. planning or learning all the new systems)

