



BOARD OF DIRECTORS MEETING

Tuesday, February 19, 2019

6:00 pm – 7:30 pm

Tulsa Honor Academy | 209 S. Lakewood Ave.

Posted on: _____ at _____

Posted by: _____

AGENDA

Table with 4 columns: Action, Item, Lead, Time. Contains 11 agenda items including Welcome, Roll Call, VOTE items, and Adjourning.

ATTACHMENTS

- A. December Meeting Minutes
B. 2019 Board Meeting Dates
C. 2019-2020 Academic School Year Calendar
D. Amended FY 19 Budget
E. Q2 Staff Survey Results
F. Grant Tracker



BOARD OF DIRECTORS MEETING MINUTES

Tuesday, December 18, 2018

6:00 p.m. – 7:30 p.m.

Tulsa Honor Academy | 209 S Lakewood Ave.

MINUTES

Item 1. Welcome

The Board Chair called the meeting to order at 6:02 p.m.

Item 2. Roll Call

Michael Bretch-Smith – Present
Nancy Carter – Absent
Yolanda Charney - Present
Conor Cleary – Present
Jorge Delgado -Absent
Moises Echeverria-Absent
Jazi Hiriart-Present
Palmer Johnson-Present
Kian Kamas-Absent
Marvin Lizama- Present
Ben Stewart- Present

Item 3. Approval of the Consent Agenda

a) Meeting Agenda

Mr. Johnson moved, 2nd by Mr. Bretch-Smith.
Michael Bretch-Smith – Yes
Nancy Carter – Present – Arrived at 6:05 p.m.
Yolanda Charney - Yes
Conor Cleary – Present
Jorge Delgado -Yes
Moises Echeverria-Absent
Jazi Hiriart-Yes
Palmer Johnson-Yes
Kian Kamas-Absent
Marvin Lizama- Yes
Ben Stewart- Yes

Motion Passed

b) November Meeting Minutes

Mr. Johnson moved, 2nd by Mr. Bretch-Smith.
Michael Bretch-Smith – Yes
Nancy Carter – Present – Arrived at 6:05 p.m.



Yolanda Charney - Yes
Conor Cleary – Present
Jorge Delgado -Yes
Moises Echeverria-Absent
Jazi Hiriart-Yes
Palmer Johnson-Yes
Kian Kamas-Absent
Marvin Lizama- Yes
Ben Stewart- Yes

Motion Passed

Item 4. Approval of Aflac and Accidental Insurance

Ms. Carter arrived at 6:05 p.m.

Mr. Higgins from Aflac shared information regarding the claims and coverage they would be able to provide to THA employees – accident coverage, short-term disability insurance, hospital confinement, as some examples. At least three employees are required to sign up.

Ms. Urueta clarified that the board needs to approve before offering this as an option to the employees.

Mr. Waters and Mr. Ibarra reached out to other insurance companies – Northwestern Mutual, All State and American Fidelity. Their rates were higher and there was a lack of communication.

Mr. Brecht-Smith moved, 2nd by Ms. Carter.

Michael Bretch-Smith – Yes
Nancy Carter – Yes
Yolanda Charney - Yes
Conor Cleary – Present
Jorge Delgado -Yes
Moises Echeverria-Absent
Jazi Hiriart-Yes
Palmer Johnson-Yes
Kian Kamas-Absent
Marvin Lizama- Yes
Ben Stewart- Yes

Motion Passed

Item 5. THA High School Expansion

a) Review of December 3 TPS Board Meeting



Ms. Urueta shared the results of the Board's vote – 5 voted to approve it and only one negative vote. She has been touring secondary schools and scheduling visits so that we can aim to provide the best learning experience for our scholars. Mr. Webb will join in these visits to finalize the vision for the high school. Excel in Boston has great reviews; they get a lot more funding per student. Boston Prep is another school that they would like to visit as well. North Star in New Jersey is also on the list. Henderson Collegiate has a more comparable per pupil spending in North Carolina. In the local list are: Bishop Kelly, Cascia Hall, Holland Hall, Edison, Rogers and East Central.

The first Tuesday of August will be the first day of the high school. It will be a strict timeline. Hiring is already on the way.

Ms. Urueta has sent out thank you notes to all the TPS board members. She is also planning to schedule some time with Shawna to clarify some of the comments she had in the last board meeting. THA has worked and collaborated with TPS.

b) Facility Update

Mr. Stewart shared that the Walton Family Foundation is still working diligently to acquire a location. The Toys R Us space is still available; however, the owner of the space adjacent to it does not seem willing to sell. We will have to wait and see if they are just trying to negotiate more money or if they are unwilling to sell.

Representatives from the foundation will be in town tomorrow to tour two other facilities will be considered: Penwell building and Liquid Life building.

Item 6. Taste of THA Report

Mr. Gaway introduced himself and provided an update of what has been done so far. It is scheduled for May 9th at the Agora Event Center. It will be similar to last year's event. The committee is made up of Jodie Allen (he is the co-chair and is a lawyer in Sapulpa), Meredith Bartlett (CPA of Cystic Fibrosis Gala), Libby Blue (oil & gas professional), Quin Cooper-Eves (attorney), Cynthia Jasso (TFA), Shelley Mercer (doctor), Bridget Harkin (United Way), and Allison Broyles (Capital Homes).

The next meeting will be at Second Take downtown. Our main focus has been reaching out to corporate sponsors. More than a hundred have been contacted. We will be waiting for their response in early January. One Gas agreed to be a silver level sponsor again. Valley National Bank also signed up to be a bronze level sponsor. Rib Crib will be able to donate food for 150 people. The different types of sponsorships available are: \$500 bronze, \$1000 silver, \$2500 for gold and \$5,000 for platinum. Already have \$4,000 donated so far.

Item 7. Head of School Report

Mr. Ibarra gave an update on enrollment. The 19th of January will be the big recruitment event. We have 96 verified applications so far— 52 incoming 5th grade; 1 incoming 9th grade. This is the first year that families have been asked to create an account which will make the lottery process easier.



Ms. Urueta is a bit concerned about recruiting for the high school since we have to appeal to the students instead of the families. Nikhil at Collegiate Hall has been contacted to refer families to THA as well as San Miguel and St. Peter & Paul. We will also have conversation with Nathan Hale and East Central. We need a total of 25 additional seats for 9th grade.

Mr. Waters has career fairs scheduled at: OU, OSU, Kansas State and University of Arkansas March 4th to April 2nd. Education fairs are being targeted and there is a plan to include recent graduates to speak on behalf of THA as well as employees that are alumni at those institutions.

Ms. Urueta shared that in the past career fairs have not been fruitful, however, it was in the past. Four teachers were hired last year from career fairs. We are able to offer a competitive salary and make it appealing to live in Tulsa. Mission alignment is the main element to look for.

Ms. Freudenheim gave an update on the SRI and MAP testing. We hope to have the data ready by the AAC meeting in January. Students are doing their interims (equivalents to finals). It is a benefit to have set benchmark assessments. Procedures for data tracking are being developed with the help of Mr. Steger.

Mr. Webb shared work recruiting volunteer translators for report card pickup. It is a great event for families, 92% attend. The date for this is January 18th from 11:30 a.m. to 7:30p.m. The shifts will be broken down in two: 1130am to 3pm and 430pm to 730pm. Hispanic Student Associations, Dream Act Oklahoma, and the Tulsa Courthouse are great organizations to reach out to as well.

Item 8. Committee Updates.

a) Governance Committee

Jorge will be joining in January.

b) Academic Achievement Committee

Ms. Hiriart met with Ms. Freudenheim to discuss historical focus and what the new vision will be: extra accountability for academic growth performance & data as it relates to culture. The first meeting will be Tuesday, January 22nd at 6pm.

b) Finance Committee

Ms. Carter will send out the monthly financials from J. Jenkins. She compared the THA budget with the monthly financials and currently THA is under budget so that is going very well. The alignment between both is still in development.

Item 9. New Business

No new business.

Item 10. Adjourn

The meeting adjourned at 7:14 p.m.



Slate of 2019 THA Board Meetings

- February 19, 2019
- March 19, 2019
- April 16, 2019
- May 21, 2019
- June 18, 2019
- August 20, 2019
- September 17, 2019
- October 15, 2019
- November 19, 2019
- December 17, 2019



TULSA HONOR ACADEMY 2019-2020 Academic Calendar

JULY							
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JUNE							
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IMPORTANT DAYS	
July 2019 - August 2019	
July 9-August 5:	Summer PD
August 6-9:	New Student Orientation & Early Dismissal
August 6:	First Day of School and Day 1 of Quarter 1
September 2019 - October 2019	
September 2:	NO SCHOOL - Labor Day
September 3:	NO SCHOOL for Scholars - Staff PD
October 4:	Last Day of Quarter 1
October 7:	First Day of Quarter 2
October 16:	NO SCHOOL for Scholars - RPCU
October 17-18:	NO SCHOOL - Fall Break
November 2019 - December 2019	
November 20-22:	NO SCHOOL - Thanksgiving Break
November 25:	NO SCHOOL for Scholars - Staff PD
December 20:	Last Day of Quarter 2
December 23-January 3:	NO SCHOOL - Winter Break
January 2020 - February 2020	
January 6:	NO SCHOOL for Scholars - Staff PD
January 7:	First Day of Quarter 3
January 17:	NO SCHOOL for Scholars - RPCU
January 20:	NO SCHOOL - MLK Day
February 7:	NO SCHOOL for Scholars - Staff PD
February 17:	NO SCHOOL - Presidents Day
March 2020 - April 2020	
March 13:	Last Day of Quarter 3
March 16:	First Day of Quarter 4
March 23-27:	NO SCHOOL - Spring Break
March 30:	NO SCHOOL for Scholars - Staff PD
April 3:	NO SCHOOL for Scholars - RPCU
May 2020 - June 2020	
May 21:	Last Day of Quarter 4
May 22:	NO SCHOOL for Scholars RPCU
May 25:	NO SCHOOL - Memorial Day
May 26-28:	NO SCHOOL for Students - Staff PD
June 8-26:	Summer Tutorials
June 22-28:	Uniform Pick Up for 2020-2021 School Year

- First Day of Quarter
- No School for Students and Teachers/Holidays
- Report Card Pick Up/ No School for Students
- Last Day of Quarter
- Professional Development/No School for Students
- New Student Orientation

Total Instructional Days (ID):	179
Total Professional Development Days (PDD):	24
Total Report Card Pick Up (RCPU):	4
Total Calendar Days:	207

Tulsa Honor Academy

FY19 (2018-2019) Budget

REVENUE

Local Sources

Contributions & Donations Committed	\$	490,000
Taste of THA	\$	50,000
Other Miscellaneous Funds	\$	27,060
Total Local Sources	\$	567,060

Donations from CLSFF, GKFF, HFF, and individual donor: see Detailed Assumptions Page
Based on last year's revenue from the event
Based on last year's revenue of \$20,000 total, \$66 per pupil

State Per Pupil Allocation

Total Enrollment	\$	1,402,610
7th-8th Grade Enrollment	\$	136,840
SPED	\$	84,157
Gifted and Talented	\$	35,767
Bilingual	\$	262,989
RFL	\$	333,120
Transportation	\$	15,045
Total State Per Pupil Allocation	\$	2,270,528

See Detailed Assumptions Page

Other State Allocations

Certified Health Allowance (FBA)	\$	271,274
Text Books	\$	-
Total Other State Allocation	\$	271,274

\$594.90 per month per staff member
State funds depleted

Federal Sources

Federal Breakfast and Lunch	\$	352,600
Title I and II	\$	101,680
SPED Flow Through	\$	41,820
Total Federal Sources	\$	496,100

\$860 per scholar (based on last year's allocation of \$869.65 per scholar)
\$248 per scholar (based on last year's allocation of \$250.14 per scholar)
\$102 per scholar (based on last year's allocation of \$103.61 per scholar)

TOTAL REVENUES \$ 3,604,962

EXPENSES

Salaries, Benefits, and Taxes

Total Salaries	\$	1,762,917
OK Employee Group Insurance (FBA)	\$	271,274
Fica and Medical	\$	128,514
401K Plan	\$	50,397
Total Benefits and Taxes	\$	2,213,102

See Detailed Assumptions Page
tied to Cert. Allowance FBA
7.65% of total salaries
we match \$.50 to every \$1 invested up to 6% (maximum of 3% of total salaries)

Materials and Supplies

Furniture	\$	34,350
Paper/Copy/Instructional Supplies	\$	128,946
Books	\$	15,000
Total Materials and Supplies	\$	178,296

See Detailed Assumptions Page
See Detailed Assumptions Page
Will purchase \$12,500 for books in July, budgetting \$2,500 for replacing books

IT

Monthly Support	\$	25,800
Staff Computers	\$	7,000
Student Computers	\$	35,000
Other Electronics	\$	4,100
Total IT Cost	\$	71,900

\$2,150 per month
\$700 per new FTE
\$230.16 per student computer, 152 computers to get to 1:1 student computer ratio
\$10 per scholar... this includes headphones, thumb drives, mouses, extension cords, etc.

Student Services

Transportation	\$	100,000
Meals	\$	358,750
Total Student Services	\$	458,750

TPS estimates costs will be around no more than 120,000.
\$.875 per scholar (spent \$869.65 per scholar last year)

SG&A

2019 Taste of THA	\$	10,000
Dues and Fees	\$	186,026
Lease, Custodial, Grounds, and Utilities	\$	86,398
Office / Administrative Services	\$	18,000
Staff Professional Development and Travel	\$	29,000
Student Accounting Services	\$	5,504
Professional-Educational Services	\$	40,752
Insurance	\$	17,387
Financial Audit	\$	3,000
General Office Supplies	\$	9,020
Communication Services	\$	10,200
Awards, Celebrations, and Other	\$	9,005
Surety Bonds	\$	900
Accounting Services	\$	16,823
Other General Expenses	\$	10,000
Total SG&A	\$	452,015

See Detailed Assumptions Page
See Detailed Assumptions Page
1500 per month to Steven Huff
See Detailed Assumptions Page
Contract with Pearson for PowerSchool, see Detailed Assumptions Page
See Detailed Assumptions Page
Based on quote from Philadelphia Insurance Company
charge an hourly rate, the sum of which will not exceed \$3,000
\$22 per scholar (spent \$21 per scholar last year)
Cell phone service for THA Leadership Team
See Detailed Assumptions Page
Based off of last year's fee of \$825
See Detailed Assumptions Page

TOTAL EXPENSES \$ 3,374,063

CASH POSITION

Beginning Cash Balance	\$	100,000
Total Revenue	\$	3,604,962
Total Expenses	\$	(3,374,063)
Ending Cash Balance	\$	330,899

According to most recent budget to actuals

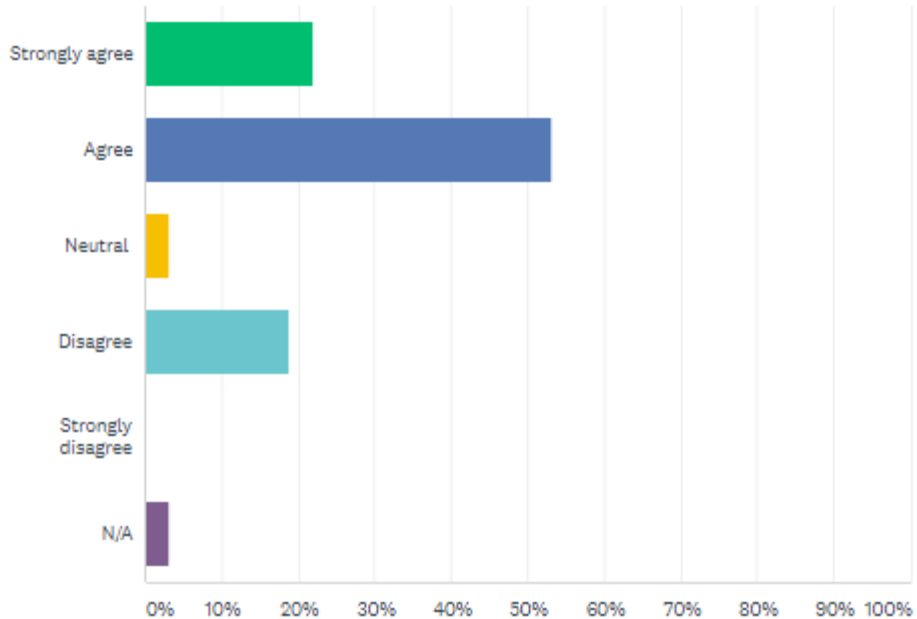
Q1

Customize

Save As ▼

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

Answered: 32 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly agree	21.88% 7
Agree	53.13% 17
Neutral	3.13% 1
Disagree	18.75% 6
Strongly disagree	0.00% 0
N/A	3.13% 1
TOTAL	32

[Comments \(12\)](#)

Takeaways from Comments:

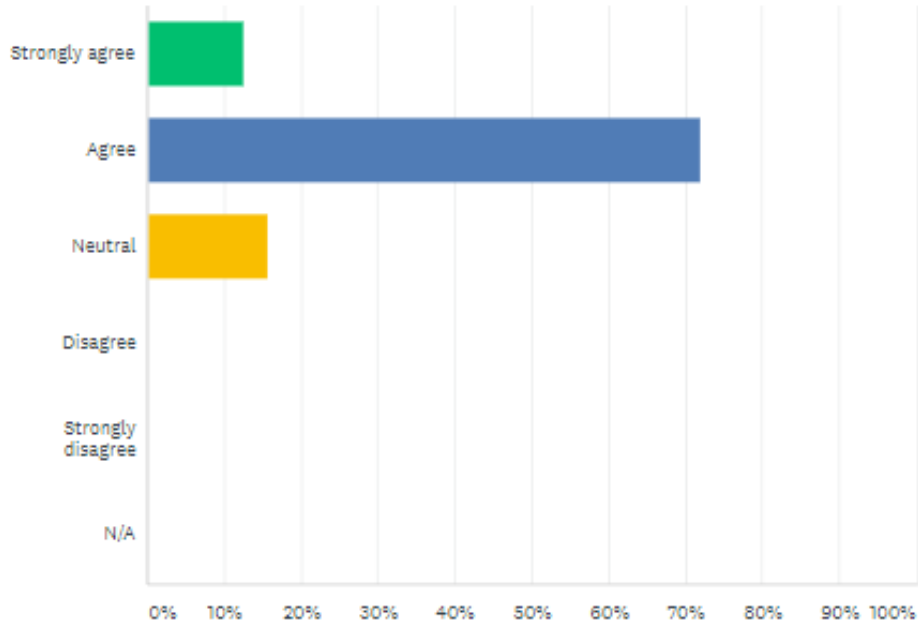
1. "PD has been really helpful."
2. "PD needs to be differentiated more." (There were less of these comments in comparison to Q1.)
3. Numerous comments included both positive and constructive feedback on individual PD sessions.

Q2

Customize Save As

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

Answered: 32 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly agree	12.50% 4
Agree	71.88% 23
Neutral	15.63% 5
Disagree	0.00% 0
Strongly disagree	0.00% 0
N/A	0.00% 0
TOTAL	32

Comments (13)

Takeaways from Comments:

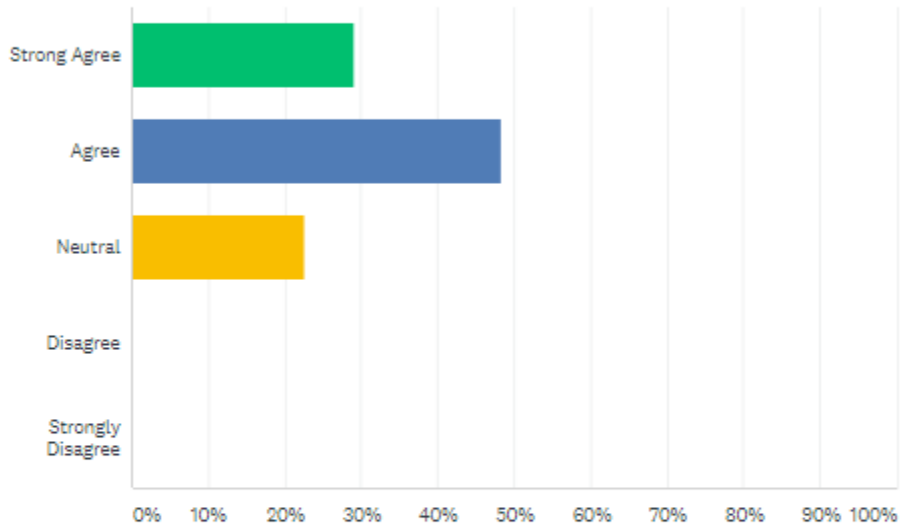
1. Overall, there was a resounding agreement that operations have improved from Q1.
2. There were multiple examples of small systems that could be tweaked/strengthened.

Q3

Customize Save As ▼

The changes to HW Club were helpful and HW Club now runs much more smoothly.

Answered: 31 Skipped: 1



ANSWER CHOICES	RESPONSES
Strong Agree	29.03% 9
Agree	48.39% 15
Neutral	22.58% 7
Disagree	0.00% 0
Strongly Disagree	0.00% 0
TOTAL	31

Comments (14)

Takeaways from Comments:

1. HW Club adult facing logistics (i.e. who runs HW, on what day, and in what location) run much more smoothly.
2. Student facing logistics (i.e. bathroom passes during HW Club, where students turn in HW, how the HW is collected) could improve.
3. There needs to be greater consistency teacher execution of HW Club.

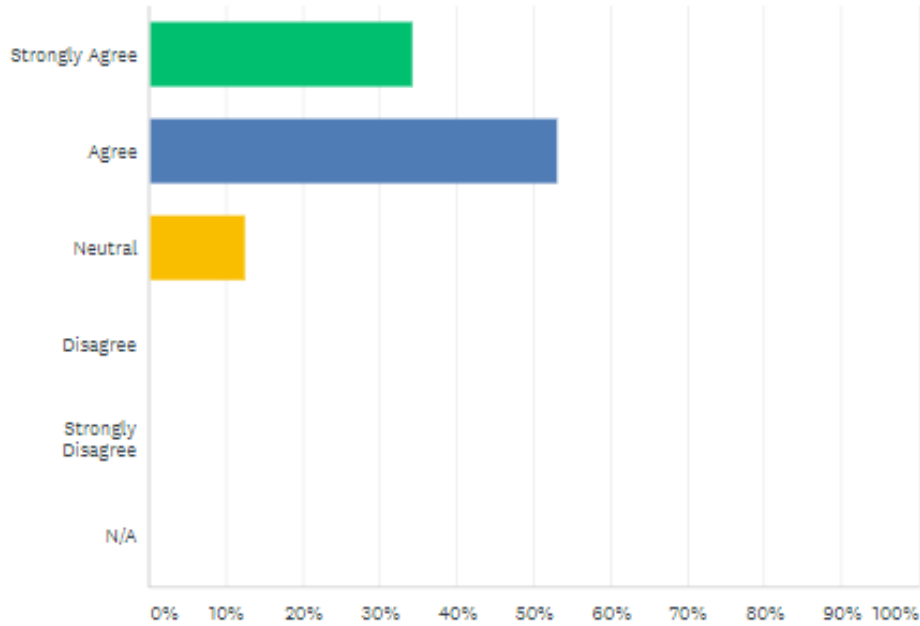
Q4

Customize

Save As ▾

Logistics for Q2 Interim were smooth and effective.

Answered: 32 Skipped: 0



ANSWER CHOICES ▾	RESPONSES ▾
▾ Strongly Agree	34.38% 11
▾ Agree	53.13% 17
▾ Neutral	12.50% 4
▾ Disagree	0.00% 0
▾ Strongly Disagree	0.00% 0
▾ N/A	0.00% 0
TOTAL	32

[Comments \(8\)](#)

Takeaways from Comments:

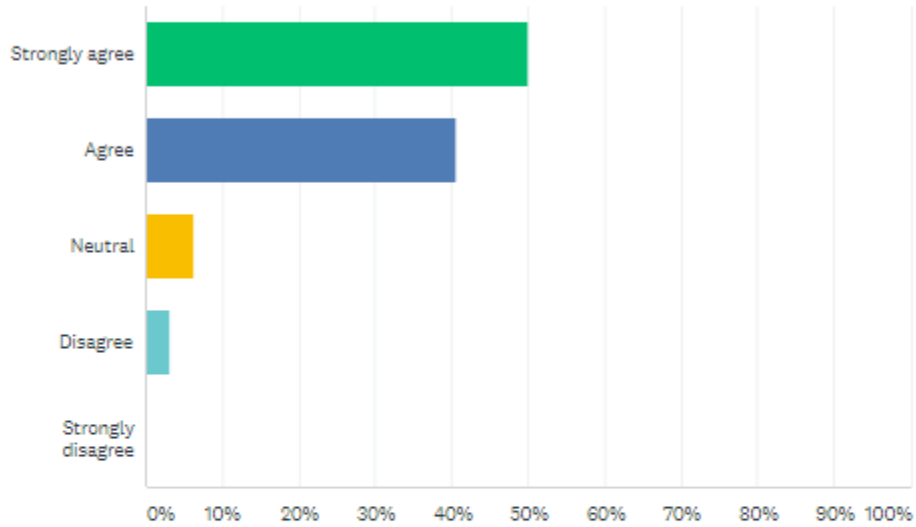
1. Many believe that the updated interim procedures were strong.
2. Communication around student resources and teacher actions could have been improved.

Q5

Customize Save As ▼

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

Answered: 32 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly agree	50.00% 16
Agree	40.63% 13
Neutral	6.25% 2
Disagree	3.13% 1
Strongly disagree	0.00% 0
TOTAL	32

[Comments \(11\)](#)

Takeaways from Comments:

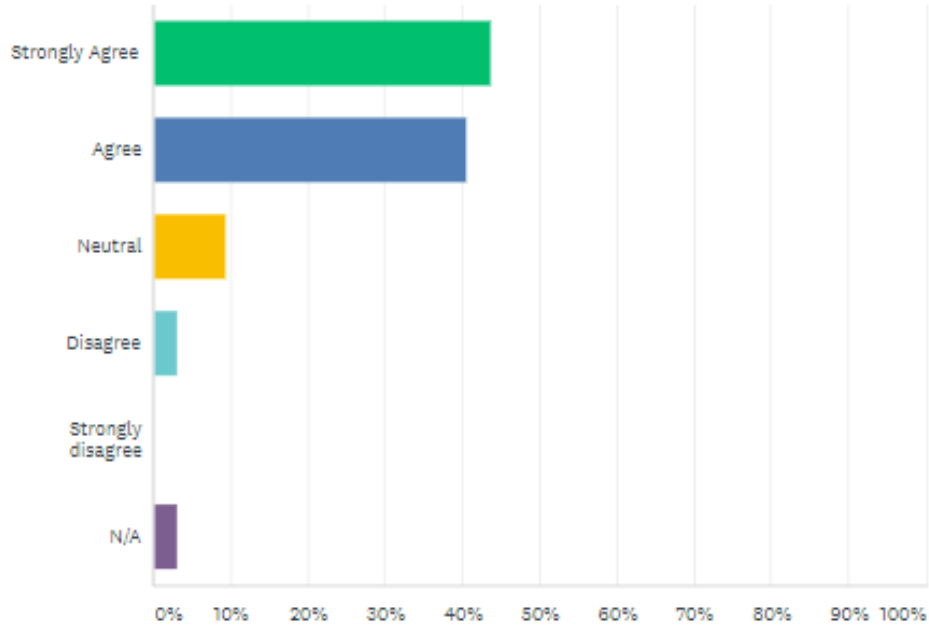
1. The Ops Team works very hard and is an integral part of our system.
2. The Ops Team still struggles to respond to teacher calls in a timely fashion at times.

Q6

Customize Save As

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

Answered: 32 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly Agree	43.75% 14
Agree	40.63% 13
Neutral	9.38% 3
Disagree	3.13% 1
Strongly disagree	0.00% 0
N/A	3.13% 1
TOTAL	32

Comments (9)

Takeaways from Comments:

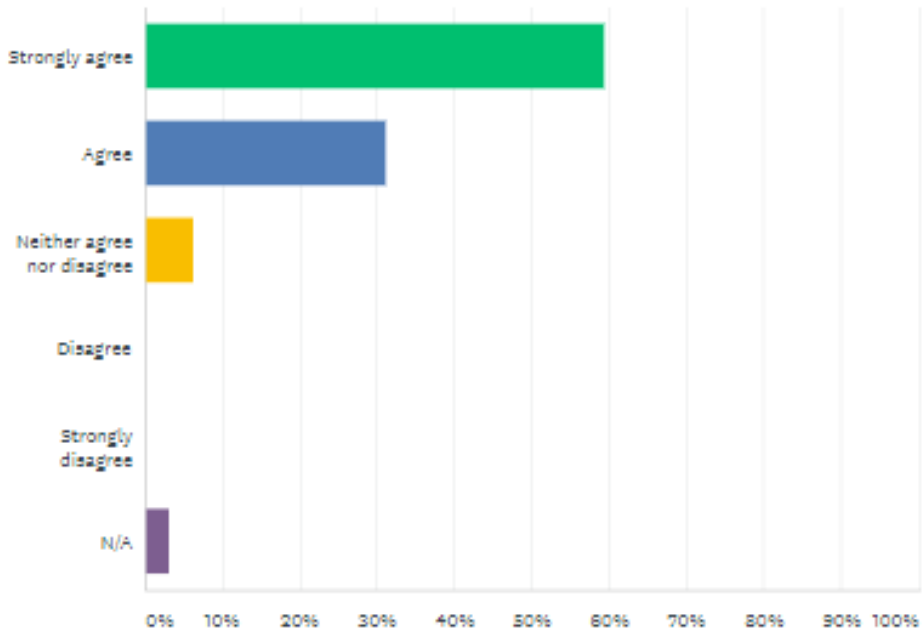
1. There was a resounding agreement that the leadership team cares about the staff.
2. Some team members disagree with the new absentee procedures and felt that it hurt staff morale.

Q7

Customize Save As

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

Answered: 32 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly agree	59.38% 19
Agree	31.25% 10
Neither agree nor disagree	6.25% 2
Disagree	0.00% 0
Strongly disagree	0.00% 0
N/A	3.13% 1
TOTAL	32

Comments (5)

Takeaways from Comments:

1. Overall, there was very positive feedback. There were two pieces of constructive feedback to individual Lead Team members.

Q8: Overall, what was the biggest strength of Quarter 2?

Takeaways from Comments:

1. Being fully staffed has really helped with overall logistics and consistency of the school.
2. Similar to Q1, our team's ability to come together and work as one continues to be one of our biggest strengths.
3. Everything just ran smoother.

Overall, what was the most challenging part of Q2?

Takeaways from Comments:

1. While all comments were thoughtful and meaningful, there were no common threads in the feedback.

Organization	Grant Cycle Start	Grant Cycle End Date	Grantee Notification Date	Reporting Date	Reporting Date
GKFF	7/1/2018	6/30/2019		7/1/2019	
Hille				1/2/2019	1/2/2020
Schusterman	7/1/2018	6/30/2019		7/1/2019	
Walton					
OPSRC					
Inasmuch				11/1/2018	5/1/2019
Charter School Growth Fund				11/30/2018 - audited	
Flint Family	N/A				
LTFF	1/7/2019	1/31/2019	4/1/19 - 4/15/19	12/15/2019	6/15/2020
Jimmy Johnson	1/17/2019	4/18/2019	12/31/2019		