



BOARD OF DIRECTORS MEETING

Tuesday, September 15, 2020

6:00 pm – 7:30 pm

Via Zoom |

<https://tulsahonor.zoom.us/j/89669847628?pwd=VTFWc0d1RTNURN2hVUEcvTXVkdFVadz09>

Meeting ID: 896 6984 7628 Passcode: 682340

Posted on: _____ at _____

Posted by: _____

REMOTE PARTICIPANTS

Board Members

- John Gawey (Board Chair)
- Cynthia Jasso (Vice Chair)
- Nancy Carter (Treasurer)
- Jahaziel Hiriart (Secretary)
- Conor Cleary
- Moises Echeverria
- Palmer Johnson
- Kian Kamas
- Michael Smith
- Ben Stewart
- Ivan Godinez

THA Executive Leadership Team

- Elsie Urueta Pollock (Executive Director)
- Amanda Yuen (Director of Operations)
- Alex Webb (High School Principal)

AGENDA

	Action	Item	Lead	Time
1.	-	Welcome	John Gawey, Board Chair	6:00 p.m.
2.	-	Roll Call	John Gawey, Board Chair	6:01 p.m.
3.	VOTE	Approval of the Consent Agenda a) Meeting Agenda b) August Meeting Minutes c) Approval of Encumbrances	John Gawey, Board Chair	6:04 p.m.
4.	VOTE	Approval of Revised Virtual Learning Attendance Policy	Amanda Yuen, Director of Operations	6:15 p.m.
5.	VOTE	Approval of Board Member Nominee, Anna Montgomery	Palmer Johnson	6:20 p.m.
6.	VOTE	Approval of Middle School Seat Expansion	Tyler Baier, Level Field	6:25 p.m.
7.	INFO	Progress on Permanent Facility	Kyle Rudolph, Link Group	6:40 p.m.

Tulsa Honor Academy Charter School will equip ALL scholars with the academic skills, content knowledge, and ethical character required for college graduation and life success.



			Tyler Baier, Level Field	
8.	INFO	Executive Director's Report	Elsie Urueta Pollock, Executive Director	6:50 p.m.
9.	INFO	Committee Reports <ul style="list-style-type: none">• Governance• Finance• Development• PR/Marketing	Committee Chairs	7:05 p.m.
10.	-	New Business	John Gawey, Board Chair	7:20 p.m.
11.	-	Adjourn	John Gawey, Board Chair	7:30 p.m.

ATTACHMENTS

- A. August Meeting Minutes
- B. Encumbrances
 - General Fund
- C. Revised Virtual Learning Attendance Policy



BOARD OF DIRECTORS MINUTES

Tuesday, August 18, 2020

6:00-8:00pm

Via Google Meet | meet.google.com/btv-ahee-tpd

(US) +1 484-424-6786 PIN: 567 763 388#

REMOTE PARTICIPANTS

Board Members

John Gawey (Board Chair)

Cynthia Jasso (Vice Chair)

Nancy Carter (Treasurer)

Jahaziel Hiriart (Secretary)

Conor Cleary

Moises Echeverria

Palmer Johnson

Kian Kamas

Michael Smith

Ben Stewart

THA Executive Leadership Team

Elsie Urueta Pollock (Executive Director)

Amanda Yuen (Director of Operations)

Alex Webb (High School Principal)

MINUTES

Item 1. Welcome

The Board Chair called the meeting to order at 6:04 p.m.

Item 2. Roll Call

John Gawey – Present

Cynthia Jasso – Present

Nancy Carter – Present

Jahaziel Hiriart – Present

Conor Cleary – Present

Moises Echeverria – Present- joined at 6:15pm

Palmer Johnson – Present

Kian Kamas – Absent

Michael Smith – Present

Ben Stewart – Absent

Item 3. Approval of the Consent Agenda

a) Meeting Agenda

b) July Meeting Minutes

c) Approval of Encumbrances



d) Approval of Estimates of Needs

Ms. Jasso moved, 2nd by Mr. Johnson.

John Gawey – Yes
Cynthia Jasso – Yes
Nancy Carter – Yes
Jahaziel Hiriart – Yes
Conor Cleary – Yes
Palmer Johnson – Yes
Michael Smith – Yes

Motion Passed

Item 4. Approval of Board Member Nominee, Ivan Godinez

Mr. Johnson and Ms. Hiriart shared Mr. Godinez resume and background. They highly recommend adding Mr. Godinez to the board. Ms. Urueta-Pollock added his THA involvement and volunteer experience.

Ms. Jasso moved, 2nd by Mr. Johnson.

John Gawey – Yes
Cynthia Jasso – Yes
Nancy Carter – Yes
Jahaziel Hiriart – Yes
Conor Cleary – Yes
Palmer Johnson – Yes
Michael Smith – Yes

Motion Passed

Item 5. Approval of HTC 918 Contract

Ms. Yuen shared the contract. Board members reviewed it and have no further questions.

Mr. Smith moved, 2nd by Mr. Johnson.

John Gawey – Yes
Cynthia Jasso – Yes
Nancy Carter – Yes
Jahaziel Hiriart – Yes
Conor Cleary – Yes



Moises Echeverria – Abstained
Palmer Johnson – Yes
Michael Smith – Yes

Motion Passed

Item 6. TPS Charter Virtual Amendment

Ms. Yuen shared the amendment document to accommodate the anticipated social distancing and safer-at-home conditions that COVID-19 will present during the 2020-2021 school year.

Mr. Echeverria moved, 2nd by Mr. Johnson.

John Gawey – Yes
Cynthia Jasso – Yes
Nancy Carter – Yes
Jahaziel Hiriart – Yes
Conor Cleary – Yes
Moises Echeverria – Yes
Palmer Johnson – Yes
Michael Smith – Yes

Motion Passed

Item 7. Progress on Permanent Facility

Mr. Tyler Baier and Kyle Rudolph from Level Field and Link Group provided an update on construction project and financing overview. They also shared most updated pictures.

Item 8. Update on New market Tax Credit and Potential Second Middle School.

There was possible expansion discussion. Mr. Baier and Mr. Rudolph explained the tax credit and possible space accommodations. Ms. Urueta-Pollock shared possible leadership pathways.

Item 9. PR Plan and Branding Guidelines

Ms. Curley shared her screen so Board members could review THA’s brand guidelines, character, academic logos, and glossary. She also shared the PR Plan. In addition to this, she will later present a development plan, an annual donor communications plan and editorial/social media calendars. A crisis communications strategy was also shared.

Item 10. Executive Director’s Report

Ms. Urueta-Pollock gave an update on virtual PD, first day of school and meal distributions.



Ms. Yuen shared that meals distribution was much lower than expected. 90% of Chromebooks were distributed over the weekend. The first day of school had 90% attendance (87% middle school and 96% high school). There were a couple of withdrawals; 704 students are currently enrolled; budget is for 690. TPS will take out equipment in the kitchen. Working with Keystone to cook meals from the high school facility.

Ms. Urueta-Pollock explained DEI and anti-racist efforts at THA and provided an update on Dean of Students.

Mr. Webb provided an update on long-term planning documents and the focus on repetition for PD. He was excited to share there is a very positive culture among staff.

Item 11. Committee Reports

- Governance – There are four years left in strategic plan. Ms. Urueta-Pollock will share other priorities with the board, particularly focused on expansion, the creation of the 501c3 Foundation, and strengthening governance structure (committees).
- Finance– already covered in previous items
- Development – none
- PR/Marketing –already covered in previous items

Item 12. New Business

- Ms. Yuen shared the need to develop a plan to make sure there is enough capacity to cook meals. We need to purchase a second convention oven (\$10,000-\$12,500 price range). CSP funds could potentially be used. The board will receive an email to approve the purchase.

Item 13. Adjourn

The meeting adjourned at 7:57 p.m.

Purchase Order Register

Options: Year: 2020-2021, Fund: General Fund, Date Range: 8/16/2020 - 6/30/2021

PO No	Date	Vendor No	Vendor	Description	Amount
106	08/16/2020	1132	Oklahoma State Department of Health	Inspection fees for HS kitchen	0.00
107	08/16/2020	1133	Modus Inc.	Transportation for IDEA scholars during DL	1,500.00
108	08/16/2020	1030	HTC 918 LLC	Boxing classes for High School	12,000.00
109	09/04/2020	917	City of Tulsa	First Response certificate	75.00
110	09/04/2020	1134	Commercial Fitness Concepts, LLC.	Equipment for Strength and Conditioning	4,400.00
111	09/10/2020	1136	William C Isard	PowerSchool Consulting	1,875.00
Non-Payroll Total:					\$19,850.00
Payroll Total:					\$794.56
Report Total:					\$20,644.56



TULSA HONOR ACADEMY
... ACADEMICS - CHARACTER - EXCELLENCE ...

THA VIRTUAL LEARNING ATTENDANCE POLICY

Tulsa Honor Academy will use two pieces of data to determine a scholar's attendance during virtual learning

- Presence during live classes
- Completion of course assignments on the date assigned

Attendance will be taken on a daily basis, and either attendance at a live class or completion of one or more daily assignments on the date assigned will count as a present for the day.

Because of the flexibility to log into any class or complete a daily assignment, a parent phone call or explanation of a tech issue will not suffice to count a scholar as present. However, scholars and families are still encouraged to contact the school for support to access classes and assignments.

This policy will be retroactive to also include prior virtual learning dates.