TULSA HONOR ACADEMY
ACADEMICS - CHARACTER - EXCELLENCE

BOARD OF DIRECTORS MEETING AGENDA

Tuesday, November 10, 2020
6:00 pm – 7:35 pm
Board members and board meeting participants will meet via Zoom.
The meeting will be live on THA's YouTube Channel.
Public comments submitted in accordance to our public comments policy will be read prior to the relevant agenda item.
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
Anna Montgomery

THA Executive Leadership Team
Elsie Urueta Pollock (Executive Director)
Amanda Yuen (Director of Operations
Alex Webb (High School Principal)
Samantha Aponte (Middle School Co-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) November Meeting Agenda b) October Meeting Minutes c) Purchase Orders	John Gawey, Board Chair	6:04 p.m.
4.	INFO	Progress on Permanent Facility	Kyle Rudolph, Link Group Tyler Baier, Level Field	6:10 p.m.
5.	VOTE	Approval of Zoom Licenses Order	Amanda Yuen, Director of Operations	6:20 p.m.
6.	VOTE	Approval of 2021 Board Meeting Dates	Amanda Yuen, Director of Operations	6:25 p.m.
7.	VOTE	Approval of Dropout Report	Amanda Yuen, Director of Operations	6:30 p.m.
8.	VOTE	Approval of Participation in TPS Improved	Amanda Yuen, Director of Operations	6:35 p.m.

		Enrollment		
9.	INFO	Return to School Data and Feedback Update	Amanda Yuen, Director of Operations	6:45 p.m.
10.	INFO	Executive Team Report • Staff survey • Grant update • PPP update • Special education compliance update	Amanda Yuen, Director of Operations Alex Webb, High School Principal Samantha Aponte, Middle School Co-Principal	7:00 p.m.
11.	INFO	Committee Reports • Governance • Finance • Development • PR/Marketing	Committee Chairs	7:15 p.m.
12.	-	New Business	John Gawey, Board Chair	7:30 p.m.
13.	-	Adjourn	John Gawey, Board Chair	7:35 p.m.

ATTACHMENTS

A. October Meeting Minutes
B. Purchase Orders
C. Zoom Licenses Order
D. 2021 Board Meeting Dates
E. 2019- 2020 Dropout Report
F. Quarter 1 Staff Survey Results

BOARD OF DIRECTORS MINUTES

Tuesday, October 20, 2020
6:00 pm – 8:05 pm
Via Zoom |
https://tulsahonor.zoom.us/j/84250312480?pwd=YkxDR0J3dCtQSVBHWktNRkp2S25iZz09
Meeting ID: 842 5031 2480 | Passcode: 853107
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
Anna Montgomery

THA Executive Leadership Team
Elsie Urueta Pollock (Executive Director)
Amanda Yuen (Director of Operations
Alex Webb (High School Principal)
Kristi Rose (Middle School Co-Principal)
Samantha Aponte (Middle School Co-Principal)

MINUTES

	Action	Item	Lead	Time
1.	-	Welcome The Board Chair called the meeting to order at 6:03pm	John Gawey, Board Chair	6:03 p.m.
2.	-	Roll Call John Gawey – Present Cynthia Jasso – Present Nancy Carter – Present Jahaziel Hiriart – Present Conor Cleary – Absent Moises Echeverria – Present Palmer Johnson – Present Kian Kamas – Present Michael Smith – Present	John Gawey, Board Chair	6:03 p.m.

		Ben Stewart – Present Ivan Godinez – Present – joined at 6:14pm Anna Montgomery – Present		
3.	VOTE	Approval of the Consent Agenda a) Meeting Agenda b) September Meeting Minutes c) Approval of Encumbrances Mr. Johnson moved, 2nd by Mr. Echeverria. John Gawey – Yes Cynthia Jasso – Yes Nancy Carter – Yes Jahaziel Hiriart – Yes Moises Echeverria – Yes Palmer Johnson – Yes Kian Kamas – Yes Michael Smith – Yes Ben Stewart – Yes Anna Montgomery – Yes Motion Passed	John Gawey, Board Chair	6:04 p.m.
4.	INFO	Progress on Permanent Facility Mr. Rudolph shared a picture of the ribbon-cutting event and gave the October progress report. Mr. Baier provided a project update on the facility, financial summary/overview and project scope enhancements.	Kyle Rudolph, Link Group Tyler Baier, Level Field	6:07 p.m.
5.	INFO	Improved Enrollment Update Ms. Yuen shared an update on the enrollment system. She will recommend this item for voting next month. Changes impact THA's policies on lottery and timing. The system allows families to make one application on the TPS site and rank their choices. 15% of families that applied said the found out about THA through the system. This year, the application window will be shortened. TPS will increase the fields and forms that families will need to fill out to include all enrollment information. All enrollment targets were met last year.	Amanda Yuen, Director of Operations	6:24 p.m.
6.	INFO	Public Comment (Pre-Submitted) Public comments were read by those who attended the meeting and by Madison Curley.	Madison Curley, Board Clerk	6:35 p.m.
7.	VOTE	Recommendation for Return to School. Ms. Yuen shared the recommendation after Ms. Rogers from the Tulsa Health Department shared COVID-19 Case data, specifically in the Hispanic Community. Mr. Smith moved, 2nd by Ms. Kamas. John Gawey – Yes Cynthia Jasso – Yes Nancy Carter – Yes Jahaziel Hiriart – Yes	Amanda Yuen, Director of Operations	7:20 p.m.

		Moises Echeverria – Yes Palmer Johnson – Yes Kian Kamas – Yes Michael Smith – Yes Ben Stewart – Yes Ivan Godinez – Yes Anna Montgomery – Yes Motion Passed		

			Monica Rogers, Tulsa Health Department	
8.	INFO	Return to School Plan Ms. Yuen shared more details on the plan to return to school as well as survey results and feedback from staff, students and families.	Amanda Yuen, Director of Operations	7:45 p.m.
9.	VOTE	Executive Director Absence Recommendation Ms. Yuen will be serving as Interim Executive Director in Ms. Urueta-Pollocks' absence. Mr. Johnson moved, 2nd by Mr. Smith. John Gawey – Yes Cynthia Jasso – Yes Nancy Carter – Yes Jahaziel Hiriart – Yes Moises Echeverria – Yes Palmer Johnson – Yes Kian Kamas – Yes Michael Smith – Yes Ben Stewart – Yes Ivan Godinez – Yes Anna Montgomery – Yes Motion Passed	Amanda Yuen, Director of Operations John Gawey, Board Chair	8:00 p.m.
10.	VOTE	Liability and Property Insurance Ms. Yuen shared insurance quote and details. Mr. Stewart moved, 2nd by Ms. Carter. John Gawey – Yes Cynthia Jasso – Yes Nancy Carter – Yes Jahaziel Hiriart – Yes Moises Echeverria – Yes Palmer Johnson – Yes Michael Smith – Yes Ben Stewart – Yes Ivan Godinez – Yes Anna Montgomery – Yes Motion Passed	Amanda Yuen, Director of Operations	8:15 p.m.

11.	VOTE	GoGuardian Chromebook Monitoring Software Staff has been very happy with this software. Mr. Godinez moved, 2nd by Mr. Smith. John Gawey – Yes Cynthia Jasso – Yes Nancy Carter – Yes Jahaziel Hiriart – Yes Moises Echeverria – Yes Palmer Johnson – Yes Michael Smith – Yes Ben Stewart – Yes Ivan Godinez – Yes Anna Montgomery – Yes Motion Passed	Amanda Yuen, Director of Operations	8:20 p.m.
12.	VOTE	Slate of Board Committees Ms. Jasso moved, 2nd by Mr. Gawey. John Gawey – Yes Cynthia Jasso – Yes Nancy Carter – Yes Jahaziel Hiriart – Yes Moises Echeverria – Yes Michael Smith – Yes Ben Stewart – Yes Ivan Godinez – Yes Anna Montgomery – Yes Motion Passed	Amanda Yuen, Director of Operations	8:25 p.m.
13.	INFO	Executive Team Report THA has let TPS know about the expansion and their board would like to hear about it before it is made public. There is a possibility that THA will receive less funding per student due to more students going to virtual school. Ms. Yuen shared the results of the staff survey and provided an enrollment update. Mr. Webb shared that report card pickup is next week. Spanish translators are needed. Ms. Aponte shared that interim assessments are taking place.	Amanda Yuen, Director of Operations Alex Webb, High School Principal Kristi Rose, Middle School Co-Principal Samantha Aponte, Middle School Co-Principal	8:30 p.m.
14.	INFO	Committee Reports No major updates as committees have not met yet. • Governance • Finance • Development • PR/Marketing	Committee Chairs	8:40 p.m.
15.	-	No New Business	John Gawey, Board Chair	8:45 p.m.
16.	-	Adjourn Meeting adjourned at 8:48pm	John Gawey, Board Chair	8:48 p.m.

Tulsa Honor Academy

Purchase Order Register

Options: Year: 2020-2021, Fund: General Fund, Date Range: 7/1/2020 - 6/30/2021, PO Range: 26 - 26

PO No	Date	Vendor No	Vendor	Description	Amount
26	07/01/2020	800	PowerSchool Group LLC	Student Information System	8,901.68
				Non-Payroll Total:	**$8,901.68**
				Payroll Total:	**$0.00**
				Report Total:	**$8,901.68**

Tulsa Honor Academy

Purchase Order Register

Options: Year: 2020-2021, Fund: General Fund, Date Range: 7/1/2020 - 6/30/2021, PO Range: 41 - 41

PO No	Date	Vendor No	Vendor	Description	Amount
41	07/01/2020	1008	8x8, INC.	HS Phone System	1,160.00
				Non-Payroll Total:	**$1,160.00**
				Payroll Total:	**$0.00**
				Report Total:	**$1,160.00**

Tulsa Honor Academy

Purchase Order Register

Options: Year: 2020-2021, Fund: General Fund, Date Range: 7/1/2020 - 6/30/2021, PO Range: 68 - 68

PO No	Date	Vendor No	Vendor	Description	Amount
68	07/01/2020	699	Wired! Technology Services	School site IT support plus electronics	273,667.12

Non-Payroll Total:	**$273,667.12**
Payroll Total:	**$0.00**
Report Total:	**$273,667.12**

Tulsa Honor Academy

Purchase Order Register

Options: Year: 2020-2021, Fund: General Fund, Date Range: 10/17/2020 - 6/30/2021

PO No	Date	Vendor No	Vendor	Description	Amount
121	10/30/2020	881	Joseph K Kestner	PD Training for Athletic Programs	245.00
				Non-Payroll Total:	**$245.00**
				Payroll Total:	**$0.00**
				Report Total:	**$245.00**

WIRED! | TECHNOLOGY PARTNERS

QUOTE

11221 Richardson Drive, North Little Rock, AR 72113
E08-009 | sales@wiredtech.com | www.wiredtech.com

Quoted To:

Tulsa Honor Academy
209 S. Lakewood Avenue
Tulsa, OK 74112
United States

Phone

QUOTE #	**AAAQ6408**
DATE	**Oct 28, 2020**
EXP DATE	**Nov 27, 2020**
TERMS	**Due Upon Receipt**
TICKET #	
DESCRIPTION	**Zoom**

This quote is valid for a period of 30 days. The balance of hardware and software is due at the time the order is placed. Travel expenses are not included as a part of this quote and will be invoiced under separate cover. The remaining balance is due upon completion. No refunds or exchanges will be accepted on special order items. WIRED! thanks you for the opportunity to provide this quote and looks forward to serving you!

DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
Zoom Education Annual	54	$65.00	$3,510.00
Terms: **12 Month Commitment** **-Host License Billed Annually** **Named Host - means any licensed host who may host an unlimited number of meetings, one meeting at a time, during the Term using the Service. Any meeting will have at least one Named Host. Unless Customer has purchased an extended capacity, the number of participants (participants do not require a license) will not exceed 300 per meeting. Named Host license may not be shared or used by anyone other than the individual to whom the Named Host license is assigned.** **Zoom EDU licenses are intended for student and faculty and pedagogical interaction within a classroom environment, or the administration thereof and may not be used for any commercial purpose. Zoom EDU licenses may not be purchased by hospitals, medical centers, clinics, or other affiliated organizations not specifically involving student and faculty and pedagogical interactions within a classroom environment or the administration thereof.**	1	$0.00	$0.00

SUBTOTAL	$3,510.00
SALES TAX	$0.00
TOTAL	$3,510.00

*Total does not include roundtrip fuel charge or lodging
**All labor is estimated and will be billed at actual

Terms:
1. WIRED! extends manufacturer warranties on all products and 90 days on labor.
2. Any and all changes to this quotation/contract must be in writing and signed by an authorized representative of WIRED to be effective.
3. Any and all estimates of installation and delivery time are estimates only. While WIRED seeks to timely deliver items as estimated, there are often delays that out of our control for which we cannot be responsible.
4. Customer must notify WIRED! within seven business days of any defect in installation.
5. Customer agrees to provide WIRED with a final punch list on any installation within 7 business days of any installation.
6. Any seal broken on any product automatically voids WIRED and Manufacturer warranties.
7. All payments are to be made by company check made payable to WIRED! Technology Partners. Invoice total reflects a cash/check discount of 3.5%. Discount will be removed for payments made by credit card.

To accept this quotation, sign here and return: _____

I authorize the approval of this quote and agree to pay the balance of hardware/software at this time and the remaining balance upon completion.

TULSA HONOR ACADEMY
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REGULAR BOARD MEETINGS-2021

DATES

With few exceptions, most regular board meetings are held the third Tuesday of each month. Those exceptions are italicized. THA typically does not have a July board meeting.

- *January 5, 2021*
- February 16, 2021
- March 16, 2021 (during Spring Break)
- April 20, 2021
- May 18, 2021
- June 15, 2021
- August 17, 2021
- September 21, 2021
- October 19, 2021
- November 16, 2021
- December 21, 2021 (likely during winter break)

TIMES

All will begin at 6pm, unless otherwise posted with notice given 10 days prior.

LOCATION

All will be at 1421 S. Sheridan Rd. Tulsa, OK 74112, unless otherwise posted with notice given 10 days prior.

TULSA HONOR ACADEMY
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2019-2020 Annual Dropout Report

Presented at November 5, 2020 Board Meeting

Dropout Report	
2019-2020 Academic School Year	**0 students dropped out**

TULSA HONOR ACADEMY
ACADEMICS - CHARACTER - EXCELLENCE

2020-2021 Q1 Staff Survey Results

	19-20 MS	20-21 MS	19-20 HS	20-21 HS	19-20 NO	20-21 NO	19-20 Network	20-21 Network
Respondents		29		15		6		50
INDIVIDUAL QUESTIONS								
1.I know what is expected of me at work.	100%	90%	91%	93%	100%	100%	98%	92%
2.I have the materials and equipment I need to do my work right.	94%	90%	82%	100%	100%	100%	91%	94%
3.At work, I have the opportunity to do what I do best every day.	76%	79%	91%	87%	100%	100%	81%	85%
4.In the last seven days, I have received recognition or praise for doing good work.	91%	66%	91%	93%	100%	100%	91%	79%
5.My supervisor, or someone at work, seems to care about me as a person.	100%	97%	91%	93%	100%	100%	98%	96%
6.There is someone at work who encourages my development.	97%	100%	100%	93%	100%	100%	98%	98%
7.At work, my opinions seem to count.	91%	72%	64%	93%	100%	100%	85%	83%
8.The mission/purpose of THA makes me feel like my job is important.	100%	93%	100%	93%	100%	100%	100%	94%
9.My colleagues are committed to doing quality work.	97%	97%	100%	100%	100%	100%	98%	98%
10.I have a best friend(s) at work.	88%	62%	55%	60%	67%	50%	79%	62%
11.In the last six months, someone at work has talked to me about my progress.	97%	83%	100%	87%	67%	100%	96%	87%
12.In the last year, I have had opportunities to learn and grow.	100%	90%	100%	100%	100%	100%	100%	94%
ACADEMIC QUESTIONS								
1.PDs on Fridays help me individually and/or the entire team grow.	83%	64%	33%	100%	N/A	100%	72%	79%
2.PDs on Fridays are prepared and executed well.	79%	82%	67%	100%	N/A	100%	76%	90%
3.HW club is run efficiently and effectively.	61%	100%	55%	#DIV/0!	N/A	#DIV/0!	59%	100%
4.Logistics for interims were smooth and effective.	55%	76%	100%	50%	N/A	50%	66%	68%
5.During interim testing, I felt prepared to troubleshoot technical issues as they arose.	59%	85%	78%	92%	N/A	100%	63%	88%
6.I can approach members of the student supports team to help me better support scholars.	94%	93%	100%	86%	100%	100%	95%	92%
7.My content team is supportive and cohesive.	100%	89%	63%	100%	N/A	100%	92%	93%
8.My coach cares about me and my success.	100%	97%	100%	93%	100%	100%	100%	96%
9.My coach provides helpful planning and curriculum development support.	91%	82%	73%	93%	100%	100%	87%	88%
10.My coach helps me to use data to drive instruction.	88%	74%	64%	92%	100%	100%	83%	82%
11.My coach is inspiring.	91%	86%	82%	93%	100%	100%	89%	90%
12.My principal is inspiring.	88%	86%	64%	93%	100%	100%	82%	90%
13.Overall, scholars are learning and achieving at high levels at THA.	94%	48%	91%	60%	100%	83%	94%	58%
CULTURE QUESTIONS								
1.THA provides a rigorous academic learning environment for our scholars.	100%	100%	91%	100%	100%	100%	98%	100%
2.THA provides a safe and loving learning environment for our scholars.	91%	79%	91%	100%	100%	100%	91%	88%
3.My scholars are engaged in my lessons.	88%	65%	75%	77%	N/A	#DIV/0!	85%	71%
4.The Culture Team is prompt and effective in addressing behavior concerns.	67%	81%	100%	100%	100%	100%	75%	89%
5.The Culture Team is responsive to my questions about student behavior.	62%	92%	89%	100%	100%	100%	70%	95%
6.Overall, THA scholars are invested in THA and our mission.	67%	72%	91%	93%	100%	100%	74%	83%
7.My grade level team is supportive and cohesive.	100%	92%	88%	100%	N/A	100%	97%	95%
8.Our School Leadership Team cares about me and my success.	94%	86%	91%	100%	100%	100%	94%	91%
9.Our School Leadership Team cares about our scholars, families, and their success.	100%	90%	100%	100%	100%	100%	100%	94%
10.The Executive Leadership Team (Principals, Director of Operations, and Executive Director) cares about me and my success.	97%	86%	100%	100%	100%	100%	98%	92%
11.The Executive Leadership Team (Principals, Director of Operations, and Executive Director) cares about our scholars, families, and their success.	100%	97%	100%	100%	100%	100%	100%	98%
12.Overall, staff morale is positive.	94%	45%	55%	80%	100%	100%	85%	63%
OPERATIONS QUESTIONS								
1.The building is a safe and clean learning environment for our school community.	100%	81%	91%	100%	100%	100%	98%	89%
2.Data (progress reports, discipline, attendance, HWC, detention) is accurate, efficient, timely, and actionable.	48%	48%	100%	80%	100%	100%	64%	62%
3.School resources (staffing, time, materials, and funding) are used effectively to best support our scholars and families.	88%	79%	82%	100%	100%	100%	87%	88%
4.Our front office supports families, scholars, and staff through strong communication and coordination in the office.	93%	86%	89%	100%	100%	100%	93%	92%
5.Our school wide student facing systems and procedures (hallway procedures, arrival, dismissal, etc.) are efficient and effective.	85%	90%	91%	91%	100%	100%	87%	91%
6.Our school wide adult facing systems and procedures (purchase requests, facility requests, PTO request, etc.) are efficient and effective.	85%	96%	100%	93%	100%	100%	89%	96%
7.The Network Staff supports the larger organization so that the individual schools can be successful.	100%	97%	91%	80%	100%	100%	98%	92%
8.When I need something, I know where to find it or with whom I need to speak to get it.	79%	76%	100%	80%	100%	100%	85%	81%
9.I feel supported by the Ops Team.	94%	97%	100%	100%	100%	100%	95%	98%
10.Overall, our Ops Team is effective and helpful, supporting the overall mission of THA.	90%	97%	100%	100%	100%	100%	93%	98%