



# TULSA HONOR ACADEMY

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## BOARD OF DIRECTORS MEETING - ADDENDUM

Tuesday, November 1, 2016

6:30 pm – 8:00 pm

Tulsa Honor Academy | 2525 S 101<sup>st</sup> East Avenue

*Item 10 added on 10.31.2016 as an addendum to the original agenda;  
amended agenda posted at 6:00 p.m. on 10.31.2016.*

### AGENDA

	Action	Item	Lead	Time
1.	-	Welcome	Kian Kamas, Board Chair	6:30 p.m.
2.	VOTE	Approval of the Agenda	Kian Kamas, Board Chair	6:32 p.m.
3.	VOTE	Approval of October Meeting Minutes	Kian Kamas, Board Chair	6:33 p.m.
4.	INFO	Head of School's Report	Elsie Urueta, Head of School	6:35 p.m.
5.	INFO	Governance Committee Report	Marvin Lizama, Governance Committee Chair	6:50 p.m.
6.	INFO	Finance Committee Report	Ken Sallee, Finance Committee Chair	7:00 p.m.
7.	INFO	Academic Achievement Committee Report	Moises Echeverria, Academic Achievement Committee Chair	7:10 p.m.
8.	INFO	Development Committee Report	Lucia Oberle, Development Committee Report	7:20 p.m.
9.	INFO	Tulsa Interlocal Cooperative	Elsie Urueta, Head of School	7:25 p.m.
10.	VOTE	Approval of Participation in E-Rate Services with TPS	Elsie Urueta, Head of School	7:30 p.m.
11.		New Business		7:40 p.m.
12.		Adjourn	Kian Kamas, Board Chair	7:45 p.m.

### ATTACHMENTS

- |                                |  |
|--------------------------------|--|
| A. October Meeting Minutes     | E. Academic Achievement Committee Report |
| B. Head of School Report       | F. Development Committee Report          |
| C. Governance Committee Report | G. Tulsa Interlocal Cooperative          |
| D. Finance Committee Report    | H. E-Rate Services Agreement/Information |



TULSA HONOR ACADEMY

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## OCTOBER BOARD MEETING MINUTES

*The meeting minutes reflect discussion about board agenda items. Please see committee reports and other documents online for information at [www.tulsaonoracademy.org/](http://www.tulsaonoracademy.org/)*

### Call to order

A meeting of Tulsa Honor Academy Board of Directors was held at Tulsa Honor Academy on Tuesday, October 04, 2016 at 6:30 Pm.

### Board Attendees

Attendees included: Kian Ball Kamas, Marvin Lizama, Mary Waters Bilbo, Sara Arzu, Lucia Carballo, John Senger, Moisees Echevarria, Jahaziel Hiriart and Ken Sallee

### THA Attendees

Attendees included: Elsie Urueta, and Daisy Capehart , Gustavo Ibarra , and Kate Freudenheim

### Board Members not in attendance

Members not in attendance included: Isaac Rocha, Yolanda Charney

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### Approval of Agenda and Minutes

- I. Meeting called to order with Welcome - 6:30 pm
- II. Approval of Agenda, 6:31 pm
  - a. Motion to approve agenda – Marvin motioned Mary seconded
  - b. Agenda approved unanimously.
- III. Approval of September Meeting Minutes –6:32pm
  - a. September meeting minutes were distributed
  - b. Motion to approve minutes by Marvin seconded by Ken
  - c. September Meeting Minutes approved unanimously
- IV. Approval of Resignation of Isaac Rocha, Board Member– 6:33pm
  - a. Isaac was appointed last year to the board and he was eager to join the board however, After Isaac evaluated his scheduled and other commitments he was unable to attend most of the board meetings due to conflicts. Isaac submitted his resignation in an informal e-mail
  - b. A motion to approve Isaac’s resignation made by Marvin and seconded by John



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- c. No discussion Motion passed unanimously

**V. Approval of Appointment of Palmer Johnson to Fill Vacant Board Position – 6:34pm**

- a. Palmer Johnson is present at the board
- b. Johnson serves at his family business, and is a Lawyer that has a good knowledge of the City of Tulsa
- c. The Governance committee made a good recommendation and the executive committee feels that his character is aligned with the school mission
- d. He is willing to help the East side of Tulsa. Brings with him lots of good energy. Will help the Development committee
- e. Palmer has been part of the Tulsa Cares for last five (5) years
- f. The Chair madam and the recommendation of the governance committee to approve Mr. Johnson to the Board
- g. Lucia motioned and Mary seconded
- h. Motion to approve Amended Budget by Ken seconded by Mary, Vote passed unanimously

**VI. Head of School Annual Review -6:38pm**

- a. Presentation of the Annual Review for the years 0 and 1 completed by Marvin, John and Kian
- b. Future reviews will be under the executive committee. Evaluation criteria will remain the same
- c. Overall we are all extremely happy with the results THA produced last year. It was more than we expected
- d. John stated that the review has taken several iterations. Good process for us and Elsie to go through. Elsie highlighted areas that we were not expecting. Really proud of THA and the job that Elsie has done.
- e. Kian expressed that in the future we will be incorporating student's feedback data and doing staff survey to incorporate into board's review of Elsie.

**VII. Head of School Report -6:43pm**

- a. Introduced Kate and Gustavo part of the leadership team. Some of the committee report aligned with what they are doing at the school and makes sense they be present tonight to answer any questions
- b. Today marks the 45<sup>th</sup> day of school. 112 days until the OCCT tests. Name may change and the new state standards test may be called by a different name
- c. Rumors of writing test will be absorbed into the reading test and social studies will not be tested at all
- d. 1<sup>st</sup> quarter of the school years ends this Friday. RCPU is just around the corner
- e. Beginning recruitment very soon
- f. Student enrollment max at 112 for fifth grade currently at 108. No students in the waiting list
- g. Same enrollment maximum capacity of 112 currently at 98 six grade class.
- h. When the two are combined we are at our 206 which is what we budgeted for. This puts on a good position to be in line with the budget
- i. HR is fully staffed for this year



## TULSA HONOR ACADEMY

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- j. Talking with TFA for TFA second year teachers for future consideration and to observe how THA functions
- k. No policies/procedures updates
- l. Ken will update us in the finances
- m. THA has professional Development every Wednesday. Mrs . Freudenheim is taking over the coaching taking 4 and focusing on STEM and Elsie has 10 with the emphasis on ELA
- n. No contracts due at the time the report was written
- o. The insurance contract up for renewal and will be on the November board meeting agenda for vote

Lucia needs to leave early.

Lucia's report was moved before the Governance committee report.

### VIII. Development Committee Reoprt-7:00pm

- a. Bridget Harken, Jennifer and Palmer are joining the committee
- b. Definitely need more members for this committee
- c. At this point, more important than bodies is recommendations, grants...just introduce me.
- d. Working on meeting with Blue Cross Lucia, Kian and Elsie
- e. Talk about the Development Goals and Daniel about the deduction or reduction. Was anything decided

### IX. Governance Committee Report-7:03pm

- a. Governance Committee report was covered under Agenda Items numbers V and VI

### X. Finance Committee Report -7:04pm

- a. Revenues are slightly above RB actual
- b. Contributions are up by \$20,000
- c. State sources are low by 8.7 thousand dollars
- d. Net of approximately \$11,000.00 over
- e. Expenses are lower due to timing issues. Ture for most of the variances like IT costs.
- f. First budget included full year of IT costs but they are going to turn around in the subsequent months
- g. The last page shows the cash flow that was put together by Elsie, Kian, Gust, and ken. It shows the weekly cash flow needed
- h. Available cash is \$46,000. We are expecting to receive \$50,000 from the Schusterman
- i. Few issues with the accountant. Been unresponsive had called her and try to get a meeting to see if we can fix the issues. If not we may need to get a new accountant.
- j. Meeting with new committee members next week to establish policies and procedures for three (3) different processes
- k. Thank you u to Ken for the tremendous amount of work



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### **XI. Academic Achievement Committee Report-7:11pm**

- a. Currently 9 volunteers 3three board members on THA staff an
- b. Cynthia is new chair.
- c. The reports that were created last year and the report that Kate provided will be used next month
- d. Kate stated that they are building a tracker to get a better analysis of attendance. 95% attendance in August. September 98%. Will have a full matrix to report next month to look at month by month.
- e. Now can look at trends over multiple months. Starting on 10/16, first event at St. Thomas Moore. Have events 3 Sundays in October and then one in November and one in December.
- f. Board members with information, we would love to have more volunteers. More details on what is needed so we can get more students for next year. If you can volunteer we would love to have you there. Events were fastest way for me to learn about school. Good way to work to get students for next academic school year

### **XII. New Business-7:22pm**

- a. Follow from last month's on agreement to share bathroom; there was a miscommunication reaching out to the Custodian on how much is being spend on paper
- b. It is important that we have something in writing.
- c. We should have something for next month's meeting

### **XIII. Adjournment -7:23pm - Motion to adjourn by Marvin, seconded by Ken. Motion carried.**



## HEAD OF SCHOOL REPORT

Tuesday, November 1, 2016

6:30 pm – 8:00 pm

42 DAYS OF SCHOOL (10<sup>th</sup> WEEK)

115 DAYS UNTIL OCCT TESTS

### I. RECENT DEVELOPMENTS

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The Oklahoma State Department of Education recently release the A-F Report Cards.

THA Staff received a Leadership and Operations Survey which will be completed by Wednesday, November 2. The AAC will receive this data at their next meeting.

### II. STUDENT ENROLLMENT

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#### 2016-2017

Below is the number of scholars enrolled as of October 28, 2016:

##### 5<sup>th</sup> Grade Scholars

- Maximum capacity: 112
- Full enrollment target: 100
- Enrolled: 108
- Wait list: 0

##### 6<sup>th</sup> Grade Scholars

- Maximum capacity: 112
- Full enrollment target: 100
- Enrolled: 98
- Wait list: 0

#### 2017-2018

Below is the number of scholars enrolled as of October 28, 2016:

- 5<sup>th</sup> Grade Applications: 5
- 6<sup>th</sup> Grade Applications: 10
- 7<sup>th</sup> Grade Applications: 4

### III. HUMAN RESOURCES

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#### 2016-2017

All positions filled are currently filled.



**2017-2018**

We began working with TFA to talk to potential teachers for the upcoming year.

#### **IV. POLICIES AND PROCEDURES**

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##### **Financial Policies**

One of the finance committee's goals for the year is to revamp our current financial policies. THA staff outlined our current financial procedures and delivered them to the finance committee.

#### **V. STAFF PROFESSIONAL DEVELOPMENT**

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N/A

#### **VI. CONTRACTS**

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N/A

#### **VII. DEVELOPMENT**

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We need as much support in development as possible. Our development goal for the year is to raise \$40,000 at the Taste of THA and an additional \$85,000 from outside grants, corporate donations, and individual donations.

#### **VIII. OTHER**

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N/A



## GOVERNANCE COMMITTEE REPORT

TO: GOVERNANCE COMMITTEE

FROM: MARVIN LIZAMA

DATE: 10-25-16

MEMBERS PRESENT: Marvin Lizama, Sara Arzu, Mary Waters Bilbo

### **COMMITTEE UPDATE**

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#### Summary

The Governance Committee met on October 12, 2016, at THA. The Committee discussed the following:

#### I. THA Board Retreat.

- a. The committee discussed various topics to be covered during the summer retreat. We reviewed this year's retreat and the value it gave to our Board members. We discussed the idea of fundraising training for next summer to get the entire Board to help THA raise money throughout the year.
- b. We discussed reaching out to Heather Richetto-Rumsley—this year's Retreat facilitator about leading the retreat as a follow up to this year's topics. Marvin will reach out to her and discuss possible topics for training and costs.
- c. We also discussed whether we wanted to have the training offsite or at THA. That question depends on whether or not THA has money to pay for offsite training. The committee did not see a budget line item for THA Board Retreat.
- d. We also discussed the idea of fundraising as the main topic for the retreat. Marvin was to reach out to Kim Klein—renowned non-profit fundraising guru, to discuss costs and possibility of using her services for a fundraising training session.
  - i. Update. Marvin reached out to Kim Klein, whom was very impressed by the work THA has done, but respectfully declined because she has very little experience dealing with independent schools and/or charter schools.
- e. Marvin will continue to explore other venues regarding fundraising for charter schools as a possible topic. The committee has to decide which direction to take regarding the retreat and the topics to be covered.

- #### II. The Committee also discussed additional Board members, including adding Ben Stewart of the GKFF. The committee feels like an invitation to join the THA Board to Ben is a no brainer. The committee feels that the same courtesy should be afforded to the Schusterman Family Foundation.

Next Committee Meeting: November 9, 2016 at 5:30 p.m. at THA.



**Tulsa Honor Academy**  
**Finance Committee Report**  
**October 1, 2016**

**Income Performance to Budget**

- Actual Net Revenues were \$66,191 lower than budget. Revenue contributions were lower primarily due to the deferral of Keisar and Hille funds of \$50M and \$30M, respectively. Keisar and Hille funds have been forecasted in November and January, respectively.
- Salaries and Benefits are below budget due to lower than expected costs.
- Material and supplies were lower primarily due to timing issues of book expenses. We have moved these cost out into later months.
- IT costs are lower due to timing issues. We have moved these cost out into later months.
- The budget captured some cost in January that should have been spread throughout the year.

Budget (Oct) Compared to Revised with Actls Budget (Oct)										
			YTD			Forecast			Total	
			July-October 2016*			FC Nov-June17			Total	
\$			Budget	Actl	Delta	Budget	Forecast	Delta	Budget	4+8FC
<b>Revenues</b>										
Contributions			301,912	235,598	(66,314)	40,000	120,000	80,000	341,912	355,598
State Sources			147,291	135,526	(11,765)	911,437	911,437	0	1,058,728	1,046,963
Federal Sources			33,923	37,939	4,016	167,545	167,545	-	201,468	205,484
Other			-	7,871	7,871	-	-	-	-	7,871
<b>Revenues</b>			<b>483,125</b>	<b>416,934</b>	<b>(66,191)</b>	<b>1,118,982</b>	<b>1,198,982</b>	<b>80,000</b>	<b>1,602,108</b>	<b>1,615,916</b>
<b>Expenses</b>										
Salaries and Benefits			(347,450)	(330,763)	16,688	(694,900)	(694,900)	-	(1,042,350)	(1,025,663)
Materials and Supplies			(32,025)	(19,322)	12,703	(82,800)	(95,503)	(12,703)	(114,825)	(114,825)
IT			(34,073)	(14,880)	19,193	(2,120)	(21,313)	(19,193)	(36,193)	(36,193)
Transportation & Meals			(33,784)	-	33,784	(187,136)	(220,920)	(33,784)	(220,920)	(220,920)
SG&A			(71,888)	(49,976)	21,912	(157,546)	(179,459)	(21,912)	(229,434)	(229,434)
Other			-	(1,090)	(1,090)	-	-	-	-	(1,090)
<b>Expenses</b>			<b>(519,220)</b>	<b>(416,031)</b>	<b>103,189</b>	<b>(1,124,503)</b>	<b>(1,212,094)</b>	<b>(87,592)</b>	<b>(1,643,723)</b>	<b>(1,628,125)</b>
<b>Net Income</b>			<b>(36,095)</b>	<b>903</b>	<b>36,998</b>	<b>(5,520)</b>	<b>(13,112)</b>	<b>(7,592)</b>	<b>(41,615)</b>	<b>(12,209)</b>

**Tulsa Honor Academy  
Finance Committee Report  
October 1, 2016**

**Latest Cash Position**

			THA Cash Activity (\$)			
			<u>Jul</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct.*</u>
Deposits						
Contributions			13,598	172,000	-	50,000
TPS			-	36,300	44,166	43,227
Federal			-	-	6,476	31,463
Other			-	5,879	1,992	1,063
Deposits			13,598	214,179	52,634	125,753
Withdrawals						
Salaries and Benefits			(39,609)	(75,853)	(49,353)	(65,108)
TPS			(38,333)	-	-	-
Technology			(21,422)	-	(5,545)	(1,220)
School Prep			(52,883)	(10,938)	(6,162)	-
Other			(19,017)	(14,761)	(10,944)	(10,914)
Withdrawals			(171,265)	(101,551)	(72,004)	(77,241)
Change in Cash			(157,667)	112,628	(19,370)	48,512
Beginning Cash			191,839	34,172	146,800	127,430
<b>Ending Cash</b>			<b>34,172</b>	<b>146,800</b>	<b>127,430</b>	<b>175,941</b>
<i>*Activity through 10/27/16</i>						

**Goals**

- The Finance Committee has identified three processes to review and develop policies and procedures. The three processes include payments, bank reconciliations and receipts.
- THA has documented internal procedures. The Finance Committee is reviewing THA procedures and reading through KIPP and BES policies and procedures.
- A first pass of proposed payments, bank reconciliations and receipts policies will be shared with the Board in December. Final approval will be requested at the January Board meeting.



## ACADEMIC ACHIEVEMENT COMMITTEE REPORT

Tuesday, October 18, 2016

Tulsa Honor Academy, 2525 S. 101<sup>st</sup> E Ave.

In Attendance: Kate, Cynthia Jasso, Sarah Rana, Kaily Ball, Amy Shelton, Jessica Smith,  
Moises Echeverria

### Academic Achievement Data

New tracker allows us to compare data from month to month. This will help us identify patterns throughout the academic year. Behavior: numbers in September have increased as predicted. The one concern is Out of School suspensions for 5<sup>th</sup> grade. There was a serious student situation which granted two students to receive 5 days of OSS for a total of 10 days. HOS has changed systems to prevent this issue from happening again. THA has a "Missing Child" procedure. HOS anticipates numbers to decrease in the coming months as students continue to learn the culture of the school. Demerits are currently broken down by subject/teacher. This allows HOS to give feedback to each teacher on maintaining fidelity to the demerit system. THA does not reject students who have had a history in their school or students with learning or physical disabilities.

Academic performance: course work is very challenging and students who would get bored in their old school struggle to make A's in their classes at THA. It is important to consider that many of these students are one or two grades behind and it will take a year or two for them to maintain their grades.

Lexile testing was not given at the beginning of the year because company who distributes tests was not able to deliver testing until second quarter. This will skew our future evaluations since growth will not be as dramatic of a change

### Recruitment Activities

We had 16 volunteers at the first event. The first shift session had 12 volunteers and we had 10 applications. The second shift only had 4 volunteers and we only collected 3 applications. Arrival time of volunteers can be delayed. Committee members can help put together packets prior to the recruitment event.

National publication reached out to Building Excellent Schools about identifying one of their schools who does an exceptional job serving Latino students. THA was identified as a school to be highlighted in those efforts. Upcoming recruitment activities:

Nov – 13 – Canvassing - Jessica

Dec 10 – Canvassing - Mary

Jan 14 – Canvassing (tentative) - Chris

Jan 29 – Canvassing (tentative) - Amy

Feb 11 – Lottery - Shasta

Apr 15 – Enrollment day - Sarah

May 4-6 – 5 de Mayo event

## Monthly Data

### Attendance Rates

[illegible]

Behavior

		TARGET	August	Sept.	Oct.	Nov.	Dec.	Jan	Febru	March	April	May
5th Grade	Demerits	2000 > x <2500	979	1340								
	Detentions	<175	85	367								
	In School Suspension	<60	19	20								
	Out of School Suspension	<8	2	16								
6th Grade	Demerits	1800 > x <2300	1529	2167								
	Detentions	<150	145	606								
	In School Suspension	<50	28	40								
	Out of School Suspension	<6	3	5								

Academic Performance 5th Grade

[illegible]

Note: All scholars will be in only one category (the most specific applicable category). For example, a scholar with 6 A's and 1 B would only appear in the  $\geq$  B's category (though technically it would also be true that he or she would have  $\geq$  C's,  $\geq$  D's, and  $\geq$  F's)

### Academic Performance 6th Grade

[illegible]

Enrollment			
Current Enrollment			
		Target	Actual
5th Grade currently enrolled (2016-2017)		100	108
6th Grade currently enrolled (2016-2017)		100	98
Current 5th Grade Waitlist		25	3
Current 6th Grade Waitlist		25	0
Recruitment (2017-2018)			
		Target	Actual
5th	Applications to Date	168	n/a
6th	Applications to Date	30	n/a
7th	Applications to Date	30	n/a
Testing			
Lexile			
Grade:		Target	Actual
5th	Growth	2	n/a
5th	Performance	5	n/a
6th	Growth	1.75	n/a
6th	Performance	6.75	n/a
MAP (Measured 3 times per academic year)			
Grade:		Target	Actual
5th	Percent of students reaching individual goal	80%	n/a
5th	Percent of students at or above the 50th Percentile	76%	
5th	Average Percentile	50%	
6th	Percent of students reaching individual goal	80%	n/a
6th	Percent of students at or above the 50th Percentile	76%	
6th	Average Percentile	60%	
OCCT (Measured Once at the end of the academic year) Percent of Scholars at Proficient or Advanced			
Grade:		Target	Actual
5th	ELA		
5th	Math		
5th	Science		
6th	ELA		
6th	Math		



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## DEVELOPMENT COMMITTEE REPORT

TO: DEVELOPMENT COMMITTEE

FROM: LUCIA CARBALLO OBERLE

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Committee is currently set at 8 members with the majority of them joining in for Taste planning in January.

Submitted proposed budget for Taste of THA to Take Heart events for final numbers and crosscheck. I will submit to board at December meeting.

Plans to send out Save the Date for Taste and help with much needed newsletter for sponsors and parents/PTO.

\*BCBS opportunities.

### **TASTE OF THA EVENT:**

Tentatively set for May 11, 2017 at Skyloft. Waiting on confirmation from venue for details and pricing.

### **UPCOMING MEETINGS & EVENTS:**

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Development Committee Meeting: TBD.

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

FORMATION AGREEMENT  
TULSA INTERLOCAL COOPERATIVE

Pursuant to the terms and conditions set forth in 70 O.S. §5-117b, the boards of education of certain school districts in northeastern Oklahoma hereby form and enter into an interlocal cooperative agreement for the purpose of jointly and comparatively performing any of the services, duties, functions, activities, obligations or responsibilities which are authorized or required by law to be performed by school districts of this state and/or for the purpose of forming buying pools and purchasing cooperatives.

Upon approval by the State Board of Education, the Tulsa Interlocal Cooperative shall be formed and shall be governed as set forth below:

**Article I – Name and Location**

The interlocal cooperative shall be called the “Tulsa Interlocal Cooperative (TIC)” with its principal office in Tulsa, Oklahoma.

**Article II – Board of Directors and Officers**

A board of directors shall be responsible for administering the joint or cooperative undertaking of the participating member school districts of the TIC. The board of directors shall be established with powers and duties set forth as follows:

1. Each member school district shall have a seat on the TIC board. The board shall be made up of a maximum of twenty members.
2. The board of education of each member school district shall select its TIC board member, which may include but not be limited to a board member, administrator or teacher from each contracting school district.
3. Vacancies in the membership of the TIC board of directors shall be filled within thirty days from the date TIC receives written notification of the vacancy, as follows:
  - a. Upon receipt of notification of the vacancy, the TIC board of directors shall notify the board of education of the contracting school district from which the vacancy occurred.
  - b. The board of education of the contracting school district from which the vacancy occurred shall appoint a replacement board member within thirty days of the date TIC received notification of the vacancy.
4. In the event that a vacancy is caused by a contracting school district's cancellation of its membership in the TIC, such vacancy will not be filled until the slot is occupied by a new member school district.
5. The officers of the TIC board shall be a President, Vice-President and Clerk. Officers shall be appointed by a vote of the TIC board.
  - a. The President shall preside at all regular meetings of the TIC board and can also call special meetings of the board.

- b. The Vice-President shall aid and assist the President and perform all the duties of the President in the President's absence.
  - c. The Clerk shall be responsible for the minutes of all meetings of the TIC board and shall perform other such duties as may be delegated by the President. The Clerk shall be available to record, prepare and make available minutes of each meeting. The Clerk shall be responsible for the finances of the TIC board and shall present statement of accounts at all meetings of the TIC board and at such times as the President may request.
- 6. The term of membership for TIC board officers shall be two years, beginning with the date of the TIC board's first meeting. The Vice-President shall assume the office of President upon completion of the previous President's term. Officer nominations from the other board members shall be made at that time.
  - 7. In the event a vacancy occurs in the office of President, Vice-President or Clerk during the term of office, such vacancy may be filled at any meeting of the TIC board by majority vote of the board members, so long as such vacancies are filled within thirty days of formal notification of the vacancy. Any such vacancy filled shall be for the remainder of the regular term of office. Upon expiration of the regular term, officer reorganization shall proceed as usual.
  - 8. A majority of the TIC board members of record shall constitute a quorum. A quorum shall be present in order for business to be legally transacted at any TIC board meeting.
  - 9. Regular TIC board meetings shall be held quarterly. The date for each subsequent meeting will be determined by the TIC board at the current meeting. All meetings shall be open to the general public pursuant to the Oklahoma Open Meetings Act.
  - 10. Special TIC board meetings may be called by the President or by written request of one-half or more of the TIC board members.
  - 11. The TIC board shall be responsible for conducting the business of the TIC in such a manner that the purposes and needs of the TIC are met in the most efficient, effective and economical means possible. The TIC board shall make application for, receive and expend the appropriate federal or state funds for the accomplishment of the purposes of the TIC and shall assist and cooperate with other agencies having purposes related to the work of the TIC board.

### **Article III – Membership**

- 1. Membership in the TIC shall be limited to the greater Tulsa area, specified as the following counties: Tulsa County, Rogers County, Wagoner County, Creek County, Osage County, Okmulgee County, Pawnee County.
- 2. Any school district within the geographic boundaries set forth above may apply for membership to the TIC. Membership slots shall be filled on a first-come, first-served basis. In the event a member school cancels its



membership in the TIC, the membership slot made available will also be filled on a first-come, first-served basis.

3. Membership in the TIC shall be for a term of not less than one year, with the membership year commencing on July 1 and ending on June 30 annually. If a member school district elects to withdraw from the TIC, it shall notify the TIC board of such intent not later than March 15 for the ensuing school year.

#### **Article IV – Finances**

1. The financial year of the TIC shall be from July 1 through June 30, or as required by the grant or funding source.
2. A bonded treasurer/notary public, trained in the use of the OCAS accounting system, will be provided for the TIC. A local banking institution has been identified for the TIC. Operating under OCAS, the outside auditor for the TIC is State Board approved for working with school finance programs.
3. All funds received by the TIC shall be placed in checking or savings accounts or in certificates of deposit approved by the TIC board. Checks will be signed by the President, Clerk and appointed treasurer.
4. Payments from the general fund of each member school district for the purposes of financing the joint or cooperative undertaking provided for by this Agreement shall be operating expenses.
5. The TIC will comply with pertinent state and federal application, reporting and auditing procedures.
6. The TIC board will comply with state and federal law and the regulations of the State Board of Education.
7. The TIC will abide by the statutory specifications regarding the “powers, privileges or authority exercised or capable of being exercised by any school district of this state, or by any board of education thereof...” including those which prohibit the levy and collection of taxes, the application/receipt of State Aid formula money or the issuance of bonds for an interlocal cooperative agreement.
8. Upon dissolution of the TIC, assets of the TIC will be distributed to the federal and/or state government according to law, to be used for a public purpose.

#### **Article V – Changes to TIC Agreement**

1. This Agreement may be changed or modified by majority consent of the TIC board.
2. Proposed changes or modifications to this Agreement will be submitted in writing to each TIC board member at least ten days prior to the meeting where such changes or modifications are to be considered.
3. The TIC board may make such rules and regulations regarding affairs and business of the board as it may deem necessary. However, such rules and

regulations will in no way be in contravention of the purposes of the TIC set forth in this Agreement.

4. This Agreement shall be subject to change or termination by a recommendation of the State Board of Education.

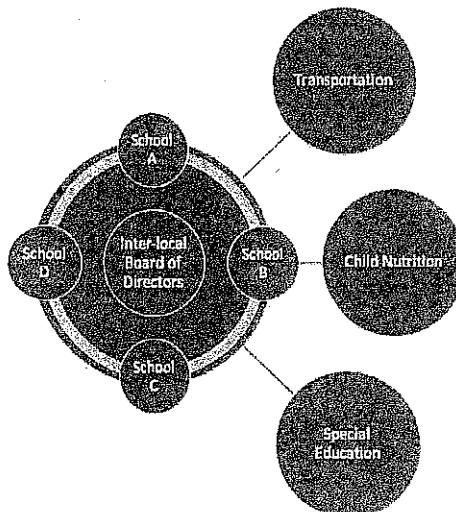
# **Tulsa Charter Cooperative Interlocal Agreement**

## **Agenda**

1. Overview of a Cooperative Interlocal Agreement
2. Potential cooperative services
3. Next steps

# Overview of a Cooperative Interlocal Agreement

## Interlocal Cooperative Agreement



## **Purpose**

- The boards of two more school districts may enter into an "interlocal cooperative agreement" for the purpose of jointly and comparatively performing any of the services, duties, functions activities, obligations or responsibilities which are authorized or required by law to be performed by school districts of this state. (see 70 O.S. § 5-117)

## **Board of Directors**

- The BOD will administer cooperative work.
- This body will be selected by the board of education for each participating charter.
- It may include (but not be limited to) a board member, administrator or teacher from each participating school district.

# **Potential Cooperative Services**

## **Phase I Services**

1. Financial
2. Federal management
3. Special Education/psychometry

## **Phase II Services**

1. Transportation
2. Facilities
3. Lunch/Child Nutrition
4. Payroll



# **Next Steps**

## **Steps to Creating a Cooperative**

1. Review drafted interlocal agreement.
2. Each participating school board must approve of the agreement.
3. Form a board of directors.
4. Submit an application for approval by the State Board of Education.
5. Once approved, proceed with cooperative work.





## **E-RATE LETTER OF AGENCY 2017-18**

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**APPLICANT:** Independent School District No. 1 of Tulsa County, Tulsa, Oklahoma a/k/a Tulsa Public Schools

**USAC Name:** Tulsa Indep School District 1 (BEN: 140123)

("Applicant") hereby authorizes Kellogg & Sovereign® Consulting, LLC or its designated agents or employees ("KSLLC") to act on our behalf during the term of this authorization.

**Employees authorized:** Debi Sovereign, Jane Kellogg, Mel Van Patten, Mandy Wood, Cameron King, Mai Fields, Natalie Green, Stacy Simpkins, Shannon Tice, Teagan Vick, Marci White.

Although not exclusive, KSLLC is specifically authorized to conduct the following actions on behalf of the Applicant:

- ♦ Prepare and submit Federal Communications Commission ("FCC") Forms 470, 471, 486, 500, 472 and other forms requested by the Schools and Libraries Division ("SLD") of the Universal Service Administrative Company ("USAC")
- ♦ Prepare and submit documentation to USAC or the FCC in compliance with E-Rate program rules and regulations.
- ♦ Act as our agent in working with representatives of the FCC or USAC to provide information as requested during application review, selective reviews, site visits, audits and any other activity associated with review of our applications.
- ♦ Prepare Requests for Proposal ("RFPs") to be posted to the KSLLC website and distributed to appropriate service providers.
- ♦ Provide information to service providers as needed to clarify information in RFPs and Forms 470.
- ♦ Solicit and receive proposals from service providers for requested services.
- ♦ Prepare comparisons of proposals from service providers.
- ♦ Complete contracts for eligible E-Rate services as specifically directed by the Applicant's authorized representative.

**I also understand that in submitting these forms on our behalf, representatives of Kellogg & Sovereign® Consulting, LLC are making certifications for our school district. By signing this letter of agency under oath, I make the following certifications as required by the FCC<sup>1</sup>:**

I certify that the schools I represent are eligible for support because they are schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801(18) and (38), that do not operate as for-profit businesses and do not have endowments exceeding \$50 million.

I certify that the entity(ies) I represent or the entities listed on our applications will secure access, separately or through this program, to all of the resources, including computers, training, software, maintenance, internal connections, and electrical connections necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that the entities I represent or the entities to be listed on our application will secure access to all of the resources necessary to pay the discounted charges for eligible services from funds to which access will be secured in the

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<sup>1</sup> Certifications per FCC Forms 470, 471 and 486. <http://www.usac.org/sl/tools/forms.aspx> 5/20/2014

<sup>1</sup> *Modernizing the E-rate Program for Schools and Libraries*, WC Docket No. 13-184, E-Rate Modernization Order, FCC 14-99A1 Released on 7/23/2014 at p.125-128 . [http://transition.fcc.gov/Daily\\_Releases/Daily\\_Business/2014/db0723/FCC-14-99A1.pdf](http://transition.fcc.gov/Daily_Releases/Daily_Business/2014/db0723/FCC-14-99A1.pdf) (last visited July 31, 2014).

funding year. I certify that the Billed Entity will pay the non-discount portion of the cost of the goods and services to the service provider(s).

I authorize Kellogg & Sovereign® Consulting, LLC to post my Form 470 and, if applicable, Request for Proposal (RFP). Unless I am purchasing eligible services exempt from the competitive bidding requirement, I certify that a FCC Form 470 will be posted and that any related RFP will be made available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the most cost-effective service offering will be selected, with price being the primary factor considered, and the most cost-effective means of meeting educational needs and technology goals.

I certify that I will review all applicable FCC, state, and local procurement/competitive bidding requirements and that the entity or entities I represent will comply with them.

I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500 and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on our applications have or will not have received anything of value or a promise of anything of value, other than services and equipment sought by means of forms filed with the Schools & Libraries Division, from the service provider, or any representative or agent thereof or any consultant in connection with our request for services.

I certify that I and the entity(ies) I represent will comply with all program rules, including recordkeeping requirements, and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. There will be signed contracts or other legally binding agreements covering all of the services listed on our FCC Forms 471 except for those services provided under non-contracted tariffed or month-to-month arrangements. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.

I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.

I certify that I will retain required documents for a period of at least **10 years** (or whatever retention period is required by the rules in effect at the time of this certification), after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.

I certify that I am authorized to order supported services for the eligible entity(ies) I represent. I certify that I am authorized to sign this Letter of Agency and all information to be provided to Kellogg & Sovereign® Consulting, LLC for the E-Rate submission will be true and correct to the best of my knowledge, that the entities that are receiving discounts pursuant to the associated applications have complied with the terms, conditions, and purposes of this program, that no kickbacks were or will be paid to anyone and that false statements on FCC forms can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.

I acknowledge that all pricing and technology infrastructure information submitted as part of an FCC Form 471 shall be treated as public and non-confidential by the Administrator unless the applicant specifies a statute, rule, or other restriction, such as a court order or an existing contract limitation barring public release of the information. I certify that contracts and other agreements will not prohibit disclosure of pricing or technology infrastructure information.

I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become

aware that I or any of the entities that will be listed on our application, or any person associated in any way with my entity and/or the entities listed on our application, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.

I certify that if any of the funding requests listed on our FCC forms are for discounts for products or services that contain both eligible and ineligible components that Kellogg & Sovereign® Consulting, LLC on our behalf will allocate the cost of the contract to eligible and ineligible components as required by the Commission's rules at 47 C.F. R. § 54.504.

I certify that the non-discount portion of the costs for eligible services will not be paid by the service provider. The pre-discount costs of eligible services featured on the applicable FCC forms will be net of any rebates or discounts offered by the service provider. I acknowledge that, for the purpose of this rule, the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.

I certify that prior to the commencement of service, the school(s) I represent will be in compliance with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).

I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information and belief, all information provided to KSLLC for E-Rate submission is true. If any of the statements made above are incorrect, fraudulent or misleading, the undersigned and their institution agrees to indemnify, as allowed by state law, KSLLC, its members, employees and agents of any and all liability, legal fees or actions that may arise from the incorrect, fraudulent or misleading statement(s).

**APPLICANT: Independent School District No. 1 of Tulsa County, Tulsa, Oklahoma a/k/a Tulsa Public Schools**  
**USAC Name: Tulsa Indep School District 1 (BEN: 140123)**

Signature of Authorized Person: Lana Turner-Addison Date: 6/23/16

Printed Name of Authorized Person: Lana Turner-Addison Title: Board President

*This authorization shall remain in effect until KSLLC is notified of its cancellation in writing via certified mail.*

## SWORN AFFIDAVIT

APPROVED AS TO FORM

STATE OF \_\_\_\_\_ )  
 )ss.  
 COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the subscriber, a Notary Public in and for said State and

County, personally appeared \_\_\_\_\_, known or identified to me to be the person whose name is subscribed to this Letter of Agency, and acknowledged that he/she is authorized on behalf of said entity/entities to execute all documents pertaining hereto and acknowledged to me that he/she executed the same as his/her voluntary act and deed on behalf of said organization.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and affixed my seal in said State and County on the day and year last above written.

Notary Seal

(Signature of Notary)



My Commission Expires: \_\_\_\_\_


## SIGNATURE AUTHORIZATION

I authorize Kellogg & Sovereign® Consulting, LLC or its designated agents or employees ("KSLLC") to use the signature below as necessary to submit the E-Rate Forms 470, 471, 486, 500, 472 (BEAR form), sign E-Rate contracts, and sign other forms required by the Schools and Libraries Division of the USAC on behalf of our school or school district.

I understand that the only use of this signature will be for the above stated purposes.

This authorization shall remain in effect until KSLLC is notified of its cancellation in writing via certified mail.

**Please sign in the MIDDLE of the space below:**



**Complete the following:**

APPROVED BY TO FORM



**APPLICANT:** Independent School District No. 1 of Tulsa County, Tulsa, Oklahoma a/k/a Tulsa Public Schools  
**USAC Name:** Tulsa Indep School District 1 (BEN: 140123)

Joe Jennings Interim Executive Director of \_\_\_\_\_  
Printed Name Title Information Technology Date



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## Information needed for Tulsa Public Schools Consortium E-Rate Consortium Application

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AS A PARTICIPANT IN THE TULSA PUBLIC SCHOOLS E-RATE CONSORTIUM FILING, WE NEED YOUR WRITTEN CONFIRMATION THAT YOU WILL PARTICIPATE FOR THE 2017-18 SCHOOL YEAR.

**PART 1- PLEASE SIGN UP AS SOON AS POSSIBLE. NO LATER THAN OCTOBER 31, 2016.**

1. Complete and Return the attached Letter of Agency to Rachel Botts with Kellogg & Sovereign Consulting, LLC no later than October 31, 2016. This will give us the time needed to include your school in the TPS requests for services for 2017-18.

**PART 2 – STUDENT ENROLLMENT INFORMATION – NO LATER THAN JANUARY 15, 2017.**

2. Student Enrollment by site
3. Student free/reduced lunch information by site
4. CIPA Certification – Form 479

Please email to: [rbotts@kelloggllc.com](mailto:rbotts@kelloggllc.com)

Please be sure to let us know if you have any questions or if you need additional information. You may contact Rachel by phone at 580-559-8318 or email above.

# **Tulsa Public Schools Consortium E-Rate Letter of Agency 2017-2018**

## **Authorization**

My signature on this document attests that I am aware that Tulsa Public Schools Consortium is filing a FY 2017-18 E-Rate Form 471 application for services as indicated below. I authorize participation in the consortium application.

## **Consortium Leader**

<b>Consortium Filing Agent:</b>	Kellogg & Sovereign® Consulting, LLC Debi Sovereign, Jane Kellogg, or Rachel Botts Phone: 580-332-1444, Fax: 580-332-2532
<b>Authorizing Agency:</b>	Tulsa Independent School District, 3027 S. New Haven Ave., Tulsa, OK 74114-6131
<b>Authorizing Agency Contact:</b>	Joe Jennings (918) 746-6428
<b>Term of Authorization:</b>	Signature Date through September 30, 2018.
<b>Services Covered by Application:</b> Check all that apply <input type="checkbox"/>	C1 – Voice Services, Telecommunications Services and Internet Access
<input type="checkbox"/>	C2 – Internal Broadband Connections, Managed Internal Broadband Connections, and Maintenance Services

## **Consortium Member**

<b>Name of Consortium Member:</b> (Name of School District)	
<b>Signature of Authorized Official:</b> (Superintendent or Authorized Designee)	
<b>Printed Name:</b>	
<b>Title:</b>	
<b>Date Signed:</b>	

**INSTRUCTIONS:** Please copy this form on your school district letterhead, fill out the information under "Consortium Member" and return to: [rbotts@kelloggllc.com](mailto:rbotts@kelloggllc.com)

**Prepare on Your Letterhead**

## Tulsa Public Schools Consortium E-Rate 2017-18 Items needed

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### **2. Student Free and Reduced lunch enrollment information by site**



**4. Complete Form 479 – Certification by Administrative Authority to Billed Entity of Compliance with the Children’s Internet Protection Act.**

**For details on CIPA requirements, see:**

<http://www.usac.org/sl/applicants/step06/cipa.aspx>

<http://www.kelloggllc.com/cipa.aspx>

**Instructions for completing Form 479:**

Item 1. Name of administrative authority = Name of your school

Item 2. Funding Year = 2017-18

Item 3. Your school’s mailing address and contact information

Item 6a. Check this box to indicate that your school is in compliance with CIPA.

Item 7. Signature of authorized person for your school. (Superintendent, Director, Principal)

***Download Form 479 from the USAC web site:***

<http://www.usac.org/res/documents/sl/pdf/forms/479.PDF>

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**Return the Letter of Agency by October 31, 2016**

**Return all other documents by January 15, 2017.**

**Please email to: [rbotts@kelloggllc.com](mailto:rbotts@kelloggllc.com)**

You may contact Rachel by phone at 580-559-8318 or email above

**OR Deliver by MAIL:**

Kellogg & Sovereign Consulting, LLC

**Attn: Debi Sovereign**

1101 Stadium Drive

Ada, OK 74820

Questions? Call Rachel at 580-559-8318