



TULSA HONOR ACADEMY

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BOARD OF DIRECTORS MEETING

Tuesday, October 4, 2016

6:30 pm – 8:00 pm

Tulsa Honor Academy | 2525 S 101st East Avenue

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 September Meeting Minutes	Kian Kamas, Board Chair	6:33 p.m.
4.	VOTE	Approval of Resignation of Isaac Rocha, Board Member	Marvin Lizama, Governance Committee Chair	6:35 p.m.
5.	VOTE	Approval of Appointment of Palmer Johnson to Fill Vacant Board Position	Marvin Lizama, Governance Committee Chair	6:37 p.m.
6.	INFO	Presentation of Head of School Annual Review	Kian Kamas, Board Chair	6:45 p.m.
7.	INFO	Head of School's Report	Elsie Urueta, Head of School	7:00 p.m.
8.	INFO	Governance Committee Report	Marvin Lizama, Governance Committee Chair	7:15 p.m.
9.	INFO	Finance Committee Report	Ken Sallee, Finance Committee Chair	7:20 p.m.
10.	INFO	Academic Achievement Committee Report	Moises Echeverria, Academic Achievement Committee Chair	7:25 p.m.
11.	INFO	Development Committee Report	Lucia Oberle, Development Committee Report	7:30 p.m.
12.		New Business		7:35 p.m.
13.		Adjourn	Kian Kamas, Board Chair	7:40 p.m.

ATTACHMENTS

- | | |
|---------------------------------|--|
| A. September Meeting Minutes | E. Finance Committee Report |
| B. Head of School Annual Review | F. Academic Achievement Committee Report |
| C. Head of School Report | G. Development Committee Report |
| D. Governance Committee Report | |



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SEPTEMBER 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/

Call to order

A meeting of Tulsa Honor Academy Board of Directors was held at Tulsa Honor Academy on Tuesday, September 06, 2016 at 6:32 Pm.

Board Attendees

Attendees included: Kian Ball Kamas, Mary Waters Bilbo, Sara Arzu, Jahaziel Hiriart and Ken Sallee, Yolanda Charney

THA Attendees

Attendees included: Elsie Urueta, and Daisy Capehart

Board Members not in attendance

Members not in attendance included: Marvin Lizama, Isaac Rocha, Moises Echevarria, John Senger, Lucia Carballo Oberle

Approval of Agenda and Minutes

- I. Meeting called to order with Welcome 6:32pm
- II. Approval of Agenda, 6:32 pm
 - a. Motion to approve agenda – Yolanda Motioned, Ken Second Agenda
 - b. Approved unanimously.
- III. Approval of August Meeting Minutes –6:33pm
 - a. August meeting minutes were distributed
 - b. Motion to approve minutes. Mary made motion, Sara seconded. Minutes approved unanimously.
- IV. Second Reading: Amendment of THA Board Policies, Establishing the Executive Committee.– 6:34pm
 - a. Second reading establishing the Executive Committee. The First reading was heard on August for a yes or no approval of the executive Committee
 - b. Motion of approval of second reading to establish the executive committee made by Yolanda Motioned, Ken Seconded, Motion passed unanimously.
- V. Approval of Amended Fiscal Year 2017 Budget – 6:35pm
 - a. Budget had to be amended to show the difference in cash flow and to present a cleaner version of THA budget to the sponsors. The amended budget also reflects the actual enrollment we



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expect (which is higher than the initial budget), and therefore the actual funds we proposed to receive as a result of our actual enrollment.

- b. This budget shows the additional grants and funds that THA would like to accomplish this year, and itemizes additional purchases that would be made with these grant funds.
- c. The budget reflects the state's funding formula, which reimburses schools in August-December of each year for the actual enrollment in October of the previous year. During our startup years, this means we will not receive funding for our new class of students until January. At this point, we will receive our back-payment in one lump sum. As a result, cash flow will be tight through January.
- d. Motion to approve Amended Budget by Ken seconded by Mary, Vote passed unanimously

VI. Approval of FY17 Audit Contract with Sanders, Bledsoe, and Hewett – 6:56pm

- a. Same Auditor that is used by Mark Huff works frequently with charter school used also by College Bound Academy and Collegiate Hall will also use them.
- b. Ken asked if Elsie knew what financial statements were going to be needed. Contracts approved by June 30 by TPS and they will give us further notice however they are requesting the contract as soon as possible.
- c. Mary Motioned for approval, seconded by Sara - Motioned passed unanimously.

VII. Presentation of Slate of Candidates for Open Board Position- 6:59pm

- a. Two Board Members under consideration, two candidates shown interest. Palmer Johnson and Velia Lopez. Board wanted to present these two candidates to the Board. They are mission aligned and are willing to dedicate time to THA. The Governance Committee will interview the candidates in September and recommend an appointment at the October meeting.

VIII. Head of School Report -7:02pm

- a. Strengthening the budget and school curriculum. Currently focused on growth and strengthening areas of weakness, also starting to hone in on the curriculum. Mr. Ibarra is reaching out to people on the waiting list. Some kids on the waiting list have changed phone numbers or relocated as the month's advance we will ensure that the numbers stay within the projected numbers if not we will adjust the budget. Current cash flow is due to last year's enrollment. The more kids we take the more we spend. Maximum capacity of 112 currently 106. We have high attrition not as high as anticipated 88% and 85% was the target. October 01 is an important date because the number reported will be used for future funds.
- b. Development tool for the teachers and TFA full recruitment season will start January
- c. We need to help the development committee and support as much as possible to raise 40,000 at the Taste of THA
- d. The OCCT results showed tremendous growth to our scholars. Our goals were to meet and exceed TPS and we did in all excluding social studies however it was expected because we didn't teach social studies and the OCT test in social studies is content specific. Another thing we were anticipating was the MAP performance. The results are not in due to a glitch on the system. We contacted the NWREM. As soon as we get it will be forwarded to the board and will be presented



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at the next board meeting. The low scoring on social studies justifies the need for additional hiring

IX. Governance Committee Report-7:24pm

- a. Governance Committee report was covered under Agenda Item number VII.

X. Finance Committee Report -7:11pm

- a. Reduction of supplies computers, staff. The cost of hiring was not what was anticipated.
- b. Crucial period between now and December
- c. The Finance Committee is implementing a weekly meeting on cash flow.
- d. Suggested that board members contribution be made sooner.

XI. Academic Achievement Committee Report

- a. Covered under the Head of School Report.

XII. Development Committee Report-7:42pm

- a. Covered by the Head of School. Awaiting the revised budget to revised the expectations and goals for this upcoming event. The 15,000.00 could change if we receive the \$50,000 grant.

XIII. New Business-7:44pm

- a. The use of the cafeteria and bathroom by College Bound scholars is not under the TPS current lease agreement. College Bound scholars have been using the bathroom and supplies and we are paying for them to use it. It has been suggested that College Bound pay for the additional supplies use by their students by signing an agreement with us. This agreement will pay for the use of our space and supplies. This agreement should cover who will pay for damages caused by students and makes them financially responsible. It was asked if there could be any negative impacts if there are damages to the facility. Both Head of Schools will draft an agreement and present it to the respective boards by the next Executive committee meeting.

XIV. Adjournment -7:49pm - Motion to adjourn by Mary, seconded by Jazi. Motion carried.

Tulsa Honor Academy - Year 1 (2015-2016 School Year) Head of School Evaluation

School Vision

Objective:

Creates a highly structured environment that ensures the execution of the school's mission and vision

Measurement(s):

- a. Establishes and enforces school-wide processes and policies to ensure structure across teachers and classrooms
- b. Quickly identifies and addresses gaps in the adoption of processes, while also seeking out opportunities to improve processes through active engagement of teaching staff
- c. Demonstrates high expectations in all areas by setting goals that challenge teachers, self and students to excel

Self - Examples of Evidence:

I believe this was my biggest strength from last year. Our scholars execute our systems faithfully. Our teachers attempt to execute our systems 100%. When our teachers did not, I problem solved with our Dean of Students to determine the root causes. Due to this (almost maniacal) attention to and maintenance of our systems and procedures, we were able to build a really strong school culture.

Self - Rating:

3 - Visible Driving Force

Board - Examples of Evidence:

Elsie delivered on her promise to create a highly structured learning environment at THA. She devoted a tremendous amount of time and effort to meet THA's mission and goals for the first year. Elsie consistently monitored the adherence to processes and policies by students and teachers and regularly updated the board regarding small issues with adherence, along with her actions to remedy these issues. The board believes such a strict adherence will continue to be crucial as the school continues to expand so that each class of students can remain role models for new incoming students.

Board - Rating:

3 - Visible Driving Force

Quantitative Measurement(s):

- a. 112 students enrolled in the founding 5th grade class.
- b. Maintains an attendance rate of 95 percent or higher
- c. Maintains a retention rate of 85 percent or higher

Self - Examples of Evidence:

On average we maintained 92 scholars enrolled at THA. That's also 20% less than the metric. However, we did an exceptional job with the other two metrics, as we attained a 97% attendance rate, the highest of any school in the TPS district, and an 88% retention rate, which, in my understanding, is higher than the other two BES schools founded in Tulsa. I believe that the high attendance and retention rates are a result of our meticulous systems and the communication he have built with families.

Self - Rating:

1 - Below Expectations

Board - Examples of Evidence:

Although Elsie and her team overcame unexpected obstacles at the beginning of the school year, she was not able to meet the enrollment criteria for year one. This is a critical component of the THA budget. The fact that THA was able to continuously enroll new students throughout the year allowed the school to make up for student attrition. Given the very tight nature of the budget, the Board and Academic Achievement Committee will need to strictly monitor student enrollment and ensure that the processes are in place to recruit and enroll new students so that the school continuously maintains an enrollment of at least 100 students (the budgeted enrollment).

Board - Rating:

1 - Below Expectations

Instruction

Objective:

Ensures that academic rigor is maintained through school systems, processes, and curriculum

Qualitative Measurement(s):

- a. Establishes curriculum standards that meet and exceed state requirements and ensure students are on track to graduate high school and attend college
- b. Regularly monitors data points relating to student academic success; adjusts processes to leverage and replicate academic success; and modifies processes and curriculum to remedy low academy performance

Self - Examples of Evidence:

I believe that we did well this year, but there is still plenty of room for growth in our curriculum. I coached teacher a lot on their execution of their lesson plans and we would often reflect back on their lesson plans to talk about where they could grow. However, I did not have the time to give them written feedback. In order to be able to support our teachers even more and push the bar on curriculum and instruction, we created a new Leadership Position for the 2016-2017 school year. This will relieve me of some previous responsibilities and enable me to focus more on our teacher development.

Self - Rating:

2 - Consistent

Board - Examples of Evidence:

We agree that there is room for improvement for growth in THA's curriculum and are pleased to see that a new position will allow Elsie to focus more on teacher development. After the Winter MAP assessment results did not show the growth in Reading that was expected, Elsie and her staff worked to revise the curriculum and instruction, and were able to improve the Spring reading assessments.

Board - Rating:

2 - Consistent

Quantitative Measurement(s):

- a. 85 percent or more of students meet MAP Language growth
- b. 85 percent or more of students meet MAP Science growth
- c. 85 percent or more of students meet MAP Reading growth
- d. 85 percent or more of students meet MAP Math growth

e. 15 percent or less of students have failing grades

f. 15 percent or less of students have Ds

Self - Examples of Evidence:

According to these measures, we only met sub goals d. and e. I still believe our scholars did very well academically, but as mentioned above, I will spend significantly more time training and developing our teachers.

Self - Rating:

1 - Below Expectations

Board - Examples of Evidence:

While the ranking for this item is technically true, it should also be noted that the goals set by the Academic Achievement Committee were not the appropriate goals, especially given the level at which THA students will come in at the 5th grade. The Board is aware that the AAC has worked with Elsie and Kate to monitor these metrics to ones which will be more indicative of student achievement.

Board - Rating:

1 - Below Expectations

School Culture / Core Values

Objective:

Creates a school culture focused on development of the character traits of Courage, Responsibility, Enthusiasm, Determination, Integrity, and Team

Measurement(s):

a. Personally exhibits Courage, Responsibility, Enthusiasm, Determination, Integrity, and Team on a daily basis through interactions with students, parents, and school stakeholders

b. Establishes systems and provides professional development opportunities to ensure all school and teaching staff exhibit character and encourage the development of character within students

c. Establishes systems, processes, and curriculum to ensure students learn traits and actions associated with Courage, Responsibility, Enthusiasm, Determination, Integrity, and Team; rewards students who consistently display these characteristics; and finds opportunities to encourage and further growth and development among all students

d. 90 percent of students complete community service hours

Self - Examples of Evidence:

I believe our school culture is closely tied to our systems and procedures. This was the area we excelled at during our founding year. Many parents have given anecdotal data regarding changes in their son/daughter's character development. The Tripod Surveys also quantify our performance in school culture: THA was rated the highest out of all other schools serving scholars in the 3-6 grade both the fall and the spring. The surveys were completed by our scholars and were related to school/classroom culture.

Self - Rating:

3 - Visible Driving Force

We built our CREDIT values into every single academic lesson. We also celebrated our scholars who reflect our core values on a school wide platform during Town Hall.

100% of our scholars have completed at least 1 hour of community service, 91% of scholars have completed at least 5 hours of community service (the goal), and over 40% have completed 10 or more hours of community service

Board - Examples of Evidence:

We agree with Elsie's assessment that school culture has been fantastic. Congratulations to Elsie and her team.

Board - Rating:

3 - Visible Driving Force

Objective:

Ensures that the school hires and develops well-trained, mission-driven teachers and staff

Measurement(s):

a. Continuously identifies key characteristics of a successful THA teacher and actively recruits individuals fitting this profile

b. Establishes regular professional development opportunities, identifies advancement opportunities, and creates a school culture that reinforces THA's mission in an effort to maximize retention of existing staff and teachers

c. Regularly observes staff and teachers and provides constructive feedback to ensure their continued development

d. Proactively identifies stressors, issues, or lapses in processes and mission alignment, and responds quickly in order to maintain a highly structured environment

Self - Examples of Evidence:

One of the teachers we hired last year really brought our culture down. She did not execute our systems faithfully or with good will. This caused a lot of stress and separations amongst the team. I spent a lot of my time focusing on how to work better with her and/or addressing concerns and issues that were produced by her. In doing so, it took away from my focus on other, more important tasks.

Self - Rating:

1 - Development Opportunity

I worked closely with my BES coach to address that employee. Through my conversations with my coach, I recognized that I was good at identifying stressors, however, I would like to improve how I handle those situations. Mostly, not focusing so much energy on something/someone who will not help us move forward with our mission.

As mentioned above, I observed our teachers frequently. I meet with them on a weekly (at the least) basis. This enabled me to give much feedback to our teachers, however, I believe I can continue to develop in providing written feedback on teacher lesson plans not just execution.

Board - Examples of Evidence:

Board - Rating:

We agree that last year non-mission aligned teachers and staff caused issues throughout the year. We agree that implementing written feedback will help build teachers and staff and are confident that Elsie will continue to monitor the development and performance of staff. If the opportunity arises, the Board would recommend that Elsie take advantage of management training that could assist her in building her managerial skills.		1 - Development Opportunity
Quantitative Measurement(s):		
a. All staff positions filled		
Self - Examples of Evidence: At the beginning of the school year, all positions were filled. When a teacher left, I reworked our schedule to make ends meet given the reduction in student enrollment. When our Operations Assistant left, the position was refilled within 3 months.		Self - Rating: 2 - Meets Expectations
Board - Examples of Evidence: Even though we ended up with one less teacher, Elsie adjusted the schedule to make up for this loss - which ultimately was crucial given our decreased enrollment. Given the current teacher shortages we feel lucky to have filled all teaching positions and believe Elsie should continue early recruitment efforts to ensure we fill future teaching positions in Years 3 and 4.		Board - Rating: 2 - Meets Expectations
Objective: Creates systems and processes that ensure increased instructional time and maximize student learning opportunities		
Measurement(s): a. Establishes a school calendar that maximizes instructional time while balancing the professional development needs of staff b. Establishes, monitors, and adjusts school and classroom management processes to minimize disruptions and maximize student instruction time		
Self - Examples of Evidence: The school wide calendar makes our school year is almost 1.5 times that of the traditional TPS teacher. Our teachers also received 4 times the amount of professional development they would have gotten at TPS, Through my regular observations, I was able to identify classroom systems that were flawed or not followed through and make adjustments.		Self - Rating: 2 - Consistent
Board - Examples of Evidence: We agree that both Items a. and b. were met for Year 1.		Board - Rating: 2 - Consistent

Data		
Objective: Ensures the strategic use of data by administrative and teaching staff on a continuous basis		
Measurement(s): a. Identifies and monitors key data points relating to student behavior, including attendance, tardiness, demerits, and uniform compliance; works in coordination with the Academic Achievement Committee to set performance benchmarks and monitor monthly performance b. Identifies and monitors key data points relating to student academic performance, including interim and final assessments and state tests; works in coordination with the Academic Achievement Committee to set performance benchmarks and monitor monthly performance c. Identifies and monitors key data points relating to the effectiveness of teachers		
Self - Examples of Evidence: I met each sub goal below. We consistently used data to drive decision making at THA. For example, we used data to determine our Saturday School groups, our focus groups, our book club books, and tutoring groups, what lessons to reteach in preparation for the OCCT, maintenance of our behavior management system, professional development topics for each Wednesday PD, coaching conversations with our teachers, etc. However, I believe I can develop teachers to use data more strategically throughout the year as a key component and a motivational factor for our scholars. This is something I'd like to continue to grow in.		Self - Rating: 2 - Consistent
Board - Examples of Evidence: As has already been noted by Elsie at the annual board retreat and in other meetings, the Board agrees that working with teachers to ensure they are appropriately and regularly utilizing data in the classroom - especially for interim assessments - should be a priority for Year 2. While Elsie and her staff quickly responded to unexpectedly poor Reading results in the second half of the year, the Board is hopeful that regular use and monitoring of interim student and classroom data would allow Elsie and staff to recognize the need for adjustments and to ultimately make adjustments more quickly.		Board - Rating: 1 - Development Opportunity

Financial		
Objective: Ensures the longevity of Tulsa Honor Academy through the implementation of financial management practices and principles		
Measurement(s): a. Effectively works with the school's CPA and the Finance Committee to ensure proper accounting software and financial reporting systems are in place		

- b. Skillfully manages the budget and finances to maximize student achievement and teacher growth
- c. Routinely monitors and reviews accounting reports to manage budget and keep track of expenses

Self - Rating: We really struggled to communicate with our CPA, therefore the communication with the finance committee became much more difficult as I often did not have the materials I needed. Other members of the finance committee also struggled to communicate with our CPA. My lack of experience, relative to our committee members' expertise in this area, is significant. Therefore, I relied on them to build the budget for the school. I would like to have the budget built and set for the school year from the committee this upcoming year, but I would like to be more in control of its management and report it to them on a regular basis so that that committee can become more of a governing committee rather than a working committee.	Self - Rating: 1 - Development Opportunity
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Board - Examples of Evidence: The Board agrees that Elsie must have more control of the management of the development of the budget, as well as a more active role in the status of THA's financials. The Finance Committee should work with Elsie to determine if the current CPA and accounting software are meeting the school's needs, and, if they aren't, what alternatives THA has. From a broader perspective, the Finance Committee and the CPA must ensure financial reports are up-to-date and be aware of the school's cash flow to ensure THA is consistently in a strong financial position.	Board - Rating: 1 - Development Opportunity
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Quantitative Measurement(s):

- a. All contracts finalized

Self - Examples of Evidence:	Self - Rating: 2 - Meets Expectations
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Board - Examples of Evidence: All contracts were finalized.	Board - Rating: 2 - Meets Expectations
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Stakeholder Management

Objective:

Ensures parent involvement through all stages and aspects of a student's enrollment at THA

Measurement(s):

- a. Proactively educates the parents of potential scholars on student and parent expectations in an effort to reduce attrition rates among scholars
- b. Ensures continuous communication with parents regarding student academic progress via regular report cards
- c. Ensures communication with parents regarding engagement opportunities; utilizes the PTO to further engage parents in school activities
- d. Ensures parents are adequately prepared to assist in their student's education through strategic use of Family University Nights; identifies topics for FUN by reviewing and analyzing student behavior and academic performance data

Self - Examples of Evidence: We had 100% of our parents attend our first Report Card Pick Up (RCPU), 98% attend our second, and 95% attend our third. Our founding group of parents also started our own PTO. They fundraised over \$4,000 for the school throughout the year. We were able to take the scholars to OU on a campus tour due to their efforts and offered a fun community event for our kids at least once per quarter.	Self - Rating: 3 - Visible Driving Force
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Board - Examples of Evidence: We agree with Elsie's assessment and believe that Elsie and her staff did a fantastic job in this area for Year 1. We are excited to see the school continue to build a loyal community of parents and families and hope that this growing community will assist in our recruitment efforts in the coming years.	Board - Rating: 3 - Visible Driving Force
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Objective:

Ensures proper oversight of Tulsa Honor Academy through the successful management of the Board of Directors

Measurement(s):

- a. Working with the Board Chair, ensures all seats for the Board of Directors are filled; evaluates and communicates areas of needed expertise to assist in the identification of high-value board members
- b. Works with Committee Chairs to ensure the successful management of all Board Committees, to include regular meetings and regular written reports to the full Board of Directors
- c. Ensures the proper development of the Board of Directors in coordination with the Board Chair through the clear communication of board policies and expectations, and through the execution of an annual board retreat
- d. Ensures the Board and school remain in compliance with the Open Meeting Act and Open Record Act by ensuring all required meeting notices and agendas are posted; minutes are properly taken at each meeting; and all meeting records are kept readily available for public viewing

Self - Examples of Evidence: I believe this was an area of improvement for me. After our last HOS Evaluation discussion, I believe that I improved in reminding the board members about our meetings and sending the agendas to the BOD meetings. I also think that hiring Heather for the BOD retreat was exactly what we needed to grow as a board. However, I believe that significant improvements still need to be made in this area.	Self - Rating: 1 - Development Opportunity
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Board - Examples of Evidence:	Board - Rating:
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Elsie and the Governance Committee need to do a better job at evaluating and vetting prospective Board Members before adding additional board members. Additionally, Elsie and the Chair should work together throughout the coming year to ensure that needs and expectations for Board members are clearly communicated so that we can maximize Board member participation. We would note that Elsie recognized the need for a more impactful Board Retreat, and successfully worked with Marvin and Kian to identify a facilitator and structure the agenda for the day.		1 - Development Opportunity
Objective:		
Creates and maintains relationships with staff, teachers, parents, peer groups, and students to achieve common goals and better outcomes		
Measurement(s):		
a. Develops mutually beneficial relationships and partnerships with teachers, parents, students and other members of the THA community based upon trust, respect and achievement of common goals		
b. Gains trust from staff, teachers, parents, and students by active listening and seeking to understand their views and needs		
c. Consistently demonstrates respect and appreciation for others by empathizing with their concerns and valuing their time and contributions		
d. Listens attentively and seeks to understand the point of view of staff, teachers, the Dean of Students, parents, and teachers		
e. Appeals to reason and/or emotions of teachers, students, parents, by presenting relevant data and/or concrete examples to make a compelling case for a position		
f. Motivates staff, teachers, parents and students to action by expressing enthusiasm, optimism, and passion for ideas and initiatives		
g. Demonstrates knowledge of and respect for the diverse cultures of the community served by the school		
Self - Examples of Evidence:		Self - Rating:
I believe I accomplished each of this sub goals. With the exception of one teacher and a few parents, the THA staff and parents were very invested in THA. I did a lot of work to amend a somewhat tarnished relationship with CBA. We now work very well together.		2 - Consistent
Board - Examples of Evidence:		Board - Rating:
We agree that Elsie performed consistently on each of the items above. We also noticed that the relationship with CBA has been repaired and hope that Elsie and her staff will continue to build relationships with other Charter schools in the community in order to provide opportunities for the sharing of best practices.		2 - Consistent
Objective:		
Ensures Tulsa Honor Academy continuously meets requirements laid out in the Charter Agreement and maintains a productive working relationship with Tulsa Public Schools		
Measurement(s):		
a. Consistently goes above and beyond typical expectations to achieve results. When necessary, makes personal sacrifices and takes responsibility for making sure results are achieved		
b. Demonstrates flexibility when plans or situations change unexpectedly. Effective adjusts plans to achieve intended outcomes		
c. Clearly and regularly communicates with Tulsa Public Schools staff and the Charter School liaison to ensure TPS remains abreast of THA activity and any issues relating to the working relationship between the two entities.		
Self - Examples of Evidence:		Self - Rating:
I feel like I accomplished sub goals a. and b. I believe that I communication with TPS was not the strongest. I believe that is largely due to our TPS liaison and other TPS employees. I want to continue to work on this regardless.		2 - Consistent
Board - Examples of Evidence:		Board - Rating:
We agree that Elsie achieved Item a. and that she was required to be flexible in plans (Item b.), especially at the beginning of the year. We are hopeful that the development of a new leadership position within the staff team will provide Elsie additional time to focus on operational and management issues, including those relating to THA's relationship with TPS. For Year 2, the Board would encourage Elsie to find additional opportunities to shift responsibilities to her leadership staff so that she can narrow her focus while providing development opportunities to her team.		1 - Development Opportunity
Objective:		
Enforces a system of accountability for decision making		
Measurement(s):		
a. Supports Dean of Students and Director of Operations about school-wide decision-making processes, including who will have input on relevant topics		
b. Knows when tough choices must be made and willingly makes and stands by controversial decisions that benefit the school		
c. Considers intended and unintended consequences of potential decisions		
d. Makes timely decisions, using knowledge and data available		
Self - Examples of Evidence:		Self - Rating:



HEAD OF SCHOOL REPORT

Tuesday, October 4, 2016

6:30 pm – 8:00 pm

45 DAYS OF SCHOOL (10th WEEK)

112 DAYS UNTIL OCCT TESTS

I. RECENT DEVELOPMENTS

The first quarter of the year ended last week, and our first Report Card Pick Up (or parent teacher conferences) are right around the corner.

II. STUDENT ENROLLMENT

2016-2017

Below is the number of scholars enrolled as of September 1, 2016:

5th Grade Scholars

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

6th Grade Scholars

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

2017-2018

The 2017-2018 recruitment season officially begins on Sunday, October 16. The Academic Achievement Committee has a list of recruitment events for the school year.

III. HUMAN RESOURCES

2016-2017

All positions filled are currently filled.

2017-2018

N/A

IV. POLICIES AND PROCEDURES

N/A



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V. STAFF PROFESSIONAL DEVELOPMENT

N/A

VI. CONTRACTS

N/A

VII. DEVELOPMENT

We need to raise \$85,000 from outside grants, corporate donations, and individual donations this year. If you know of development opportunities please reach out to our Development Committee Chair, our BOD President, or our Head of School. Likewise, if you know of individuals interested in joining our Development Committee, please reach out to the same individuals.

VIII. OTHER

N/A



GOVERNANCE COMMITTEE REPORT

TO: GOVERNANCE COMMITTEE

FROM: MARVIN LIZAMA

DATE: 9-28-16

MEMBERS PRESENT: Marvin Lizama, Sara Arzu, Elsie Urueta, Kian Kamas

COMMITTEE UPDATE

Summary

The Governance Committee met on September 7, 2016, at THA. The Committee discussed the following:

- I. Prospective Board Member Search Update.
 - a. The committee discussed the resumes and backgrounds of Prospective Board Candidates Velia Lopez and Palmer Johnson.
 - i. Both prospective candidates were scheduled for interviews with the committee on September 16, 2016.
 - ii. Mr. Johnson's interview was conducted as scheduled. He was also given a tour of the school and he observed our scholars during the 12-12:30 period. He was very impressed with the school structure. He was very pleased with the results from year 1. The committee discussed his interview afterwards and the committee recommended Mr. Johnson be asked to join the THA Board. Committee Chair Lizama spoke with Mr. Johnson about the position and he accepted. The Committee recommends the Board approve Mr. Johnson's appointment to the Board of Directors at the October meeting.
 - iii. Ms. Lopez's interview was cancelled as a result of a last minute travel for her. Committee Chairman Lizama will meet with Lopez, invite her to visit the school and encourage her to join one of our committees to get her involved with the school.
 - iv. The Committee will continue to review and assess potential candidates throughout the year in order to maintain a list for future reference.
- II. The Committee's next plan of action is to start working on the 2017 Board Retreat.

Next Committee Meeting: October 12, 2016 at 5:30 p.m. at THA.

**Tulsa Honor Academy
Finance Committee Report
October 4, 2016**

Income Performance to Budget

- Net Revenues were higher by \$10,909. Revenue contributions were higher related to unbudgeted miscellaneous contributions related to lunches and uniform sales. State Resources were \$8,656 lower than budget.
- Salaries and Benefits are below budget due to delays in benefits and tax remittals.
- Material and supplies were lower primarily due to timing issues of book expenses.
- IT costs are lower due to timing issues. The budget captured some cost in January that should have been spread throughout the year.

			YTD		
			July-August 2016		
\$			<u>RBudget</u>	<u>Actuals</u>	<u>Delta</u>
Revenues					
Contributions			171,912	191,477	19,565
State Sources			44,956	36,300	(8,656)
Federal Sources			-	-	-
Other			-	-	-
Revenues			216,868	227,777	10,909
Expenses					
Salaries and Benefits			(173,725)	(161,034)	12,691
Materials and Supplies			(25,017)	(12,160)	12,857
IT			(34,073)	(8,895)	25,178
Transportation & Meals			-	-	-
SG&A			(35,943)	(25,681)	10,262
Other			-	(599)	(599)
Expenses			(268,758)	(208,369)	60,389
Net Income			(51,890)	19,408	71,298

**Tulsa Honor Academy
Finance Committee Report
October 4, 2016**

Latest Cash Position

Weekly Cash Reconciliation				
9/21/2016				
				\$
Cash in Bank		9/13/2016		117,417
Receipts		Square		69
Checks				
Previous Week		Payroll,ADPC		(5,105)
Current Week				-
Checks				(5,105)
Debit Activity		Amazon, Bk Fees		(165)
Cash in Bank		9/21/2016		112,147
Outstanding Checks		Previous Week		(61,022)
Available Cash		9/21/2016		51,125



ACADEMIC ACHIEVEMENT COMMITTEE REPORT

I. COMMITTEE UPDATE

Three new members have joined committee making a total of nine volunteers plus one THA staff. Two THA board members sit in AAC committee. Cynthia Jasso, staff at Teach for America, is new AAC co-chair. September meeting had 9 in attendance. Committee members are eager to begin recruiting volunteers for recruitment efforts.

II. METRICS UPDATE

Having two grades with academic data has presented new opportunities to determine most appropriate ways to report meaningful data as it varies from month to month. THA staff suggested changing reporting tool to ensure clear concise data analysis takes place. There are currently 206 scholars enrolled in school which is what THA had budgeted for.

III. STUDENT RECRUITMENT EFFORTS

Each committee member has volunteered to lead a recruitment event. Being a lead volunteer requires ensuring enough volunteers are secured for event and helping THA staff with set-up/tear down for event. Below are the recruitment activities AAC will lead. Board participation at recruitment events is encouraged.

Oct 16 – St. Thomas Moore - Moises
Oct 23 – St Francis Xavier - Cynthia
Oct 30 – Other church - Kaily
Nov – 13 – Canvassing - Jessica
Dec 10 – Canvassing - Mary

Jan 14 – Canvassing (tentative) - Chris
Jan 29 – Canvassing (tentative)
Feb 11 – Lottery - Shasta
Apr 15 – Enrollment day - Sarah
May 4-6 – 5 de Mayo event

IV. UPCOMING EVENTS & ACTIVITIES

Recruitment at St. Thomas Moore
Sunday, October 16, 2016
11:00 a.m. – 3:00 p.m.

Recruitment – Location TBD
Sunday, October 30, 2016

Recruitment at St. Francis Xavier
Sunday, October 23, 2016
10:30 a.m. – 3:00 p.m.
Tulsa Honor Academy



TULSA HONOR ACADEMY

● ● ● ACADEMICS, CHARACTER, EXCELLENCE ● ● ●

DEVELOPMENT COMMITTEE REPORT

TO: DEVELOPMENT COMMITTEE

FROM: LUCIA CARBALLO

DATE: 9.21.16

MEMBERS PRESENT: Lucia, Gus, Jahaziel, Connie Pearson

We are in need of more members for this committee. At this time, our focus is on identifying and applying for grants/donations, etc. that best fit THA including tracking and setting reminders for when apps are due, etc.

Currently gathering info for a proposed budget for Taste of THA to submit to the board pending the set date of the event.

Plans to send out Save the Date for Taste and help with upcoming, much needed newsletter.

TASTE OF THA EVENT:

Tentatively set for May 11, 2017 at Skyloft. Waiting on confirmation from Elsie on pricing with the venue.

UPCOMING MEETINGS & EVENTS:

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.