



TULSA HONOR ACADEMY

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BOARD OF DIRECTORS MEETING

Tuesday, September 5, 2017

6:00 pm – 8:00 pm

Tulsa Honor Academy | 2525 S 101st East Avenue

Posted on: _____ at _____

Posted by: _____

AGENDA

Action	Item	Lead	Time
1.	- Welcome	Kian Kamas, Board Chair	6:00 p.m.
2.	- Roll Call	Sara Arzu, Secretary	6:01 p.m.
3.	VOTE Approval of the Consent Agenda a) Meeting Agenda b) August Meeting Minutes	Kian Kamas, Board Chair	6:02 p.m.
4.	VOTE Amendment to Regular Meeting Schedule	Kian Kamas, Board Chair	6:07 p.m.
5.	VOTE Approval of Amendment to Budget to Increase FY 2018 Copy Machine Rental Expenses	Kian Kamas, Board Chair	6:12 p.m.
6.	VOTE Appoint John Senger to serve as Treasurer and Finance Chair for the current fiscal year	Kian Kamas, Board Chair	6:17 p.m.
7.	VOTE Appoint Nancy Carter to serve a three-year term on the Board of Directors	Kian Kamas, Board Chair	6:22 p.m.
8.	INFO Head of School's Report	Elsie Urueta, Head of School	6:27 p.m.
9.	INFO Committee Updates and Status of Key 30-60-90 Day Action Items a) Finance Committee b) Development Committee c) Academic Achievement Committee d) Governance Committee	Committee Chairs	6:42 p.m.
10.	New Business		7:02 p.m.
11.	Adjourn	Kian Kamas, Board Chair	7:05 p.m.

ATTACHMENTS

- A. August Meeting Minutes
- B. Action Item Overview and Revised Meeting Schedule – Amendment to 2017 Regular Meeting Schedule
- C. Action Item Overview – Amendment to Budget to Increase FY 2018 Copy Machine Rental Expenses
- D. Action Item Overview - Appoint John Senger as Finance Committee Chair
- E. Action Item Overview - Appoint Nancy Carter as member of the Board of Directors
- F. Strategic Initiatives Status



BOARD OF DIRECTORS MEETING MINUTES

Tuesday, August 1, 2017

6:00 p.m. – 7:30 p.m.

Tulsa Honor Academy | 2525 S 101st East Avenue

MINUTES

Item 1. Welcome

The Board Chair called the meeting to order at 6:03 p.m.

Item 2. Roll Call

Ben Stewart- Present

Sara Arzu- Present

Moises Echeverria- Absent

Jazi Hiriart- Present

Palmer Johnson- Present

Kian Kamas- Present

Marvin Lizama- Present

Lucia Carballo Oberle- Present

Ken Sallee- Present

John Senger- Absent

Yolanda Charney- Present

Item 3. Approval of the Consent Agenda

- a) **Meeting Agenda**
- b) **June Meeting Minutes**
- c) **Encumbrance Report**

Mr. Lizama moved, 2nd by Mr. Johnson to approve the consent agenda

Ben Stewart- Yes

Sara- Yes

Moises- Absent

Jazi- Yes

Palmer- Yes

Kian- Yes

Marvin- Yes

Lucia- Yes

Ken- Yes

John- Absent

Yolanda- Yes

Motion Passed



Item 4. Approval of 2017-2018 Employment Contract with Elsie Urueta

Ms. Kamas provided an overview of the item, noting that the intent in the future is to review and consider approval of the employment contract with Ms. Urueta no later than June. Ms. Kamas noted the exceptional academic results from the first two years and commended Elsie for her role in producing these results. Ms. Kamas recommended approval of the employment contract.

Ms. Oberle moved, 2nd by Ms. Arzu to approve the 2017-2018 Employment Contract with Elsie Urueta

Ben Stewart- Yes

Sara- Yes

Moises- Absent

Jazi- Yes

Palmer- Yes

Kian- Yes

Marvin- Yes

Lucia- Yes

Ken- Yes

John- Absent

Yolanda- Yes

Motion Passed

Item 5. Approval of Appointment of 2017-2018 Slate of Board Officers

Ms. Kamas provided an overview of the recommended slate of board officers for 2017-2018.

Mr. Lizama moved, 2nd by Ms. Arzu to approve the 2017-2018 slate of board officers.

Ben Stewart- Yes

Sara- Yes

Moises- Absent

Jazi- Yes

Palmer- Yes

Kian- Yes

Marvin- Yes

Lucia- Yes

Ken- Yes

John- Absent

Yolanda- Yes

Motion Passed



Item 6. Approval of 2017-2018 Data Sharing Agreement with Tulsa Public Schools

Ms. Urueta noted that there have been no substantive changes to the agreement from previous years, and that the agreement allows THA to understand how our academic results compare to other schools in the TPS system.

Mr. Stewart moved, 2nd by Mr. Lizama to approve the Data Sharing Agreement with TPS.

Ben Stewart- Yes

Sara- Yes

Moises- Absent

Jazi- Yes

Palmer- Yes

Kian- Yes

Marvin- Yes

Lucia- Yes

Ken- Yes

John- Yes

Yolanda- Absent

Motion Passed

Item 7. Head of School Report

Elsie noted that today was the first day of classes. Elsie introduced the leadership team: Gus, Jessica, Kate, and Ryan Burke. Elsie noted that Ryan will serve as the new Dean of Students. Kate is continuing to be developed to serve as the middle school principal in the long-term. Elsie noted that she is also coaching Ryan to eventually transition to serve as the high school principal. The leadership team held a retreat 10 days prior to the board retreat.

Elsie provided an overview of staffing levels at the school and teacher transitions. As a result of the 6th grade math teacher leaving, the school eliminated the Engineering class. In place of the engineering class, the school has implemented an additional PE class. Elsie also noted that on July 31st, another teacher quit; staff is working to quickly replace this teacher. Elsie will be serving as a co-advisor alongside one of the teachers. The school is currently working on a plan to manage 5th grade science classes until the position is filled. In spite of these challenges, Elsie noted that she feels like the team is very strong and fully mission-aligned, and that the morale among the staff is very high.

Yolanda asked how the school recruits teachers. Elsie stated that she identifies local candidates and aggressively recruits them; unfortunately it is very difficult for THA – and schools in Oklahoma – to recruit nationally. Elsie noted that teachers do not have to be certified at the moment to teach at THA. Ben asked if there were any common themes among the teachers that resigned. Elsie stated that the reasons for departure were all different.

Yolanda asked if any other schools begin the year as early as THA; Elsie noted that THA begins the earliest. Elsie discussed that she is considering pushing the date back slightly for future years so that school does not begin at the very beginning of August.



Elsie noted that she has also discussed with Kian a need to push back the board meeting dates to later in the month.

Item 8. Committee Updates and Status of Key Action Items

Kian noted that moving forward the committee updates will focus on updating the board on the status of key action items, and that she and Jazi will be working to ensure the Chairs update the Excel outline of key action items in advance of each board meeting. Kian referred to the Excel outline of key action items and their status that had been provided in the board packet and gave an overview of these items.

Item 9. New Business

No new business.

Item 10. Adjourn

The meeting adjourned at 6:46 p.m.



ACTION ITEM OVERVIEW

ITEM 4. Approval of Amendment to 2017 Board of Directors Meeting Schedule

Presenter: Kian Kamas, Board Chair

Type: Amendment to Meeting Schedule

Background: Currently the Board of Directors is scheduled to meet on the first Tuesday of each month. This presents several issues in that it is difficult to prepare financial reports for the previous month so close to the end of that month, and the first Tuesday falls on the first day of class each year in August, and also generally in January. In an effort to allow for more time to prepare monthly financials and better accommodate the school's schedule, we polled the Board regarding their availability for meeting on the 2nd or 3rd Tuesday of each month. No objections were raised to moving the meetings to the 3rd Tuesday. See the attached amended schedule for details on the new dates of remaining meetings in 2017.

Recommendation: The Chair recommends approval of amending the 2017 schedule of Regular Meetings for the Board of Directors.



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2018 Board of Directors Meeting Schedule

Tulsa Honor Academy Board of Directors

Meetings held on the 3rd Tuesday of each month at 6:00 p.m.

2525 South 101st East Avenue, Tulsa OK 74129 | Large Conference Room

January 3, 2017

February 7, 2017

March 7, 2017

April 4, 2017

May 2, 2017

June 10, 2017 - Annual Board Retreat¹

July – No Meeting

August 1, 2017

September 5, 2017

October 17, 2017

November 21, 2017

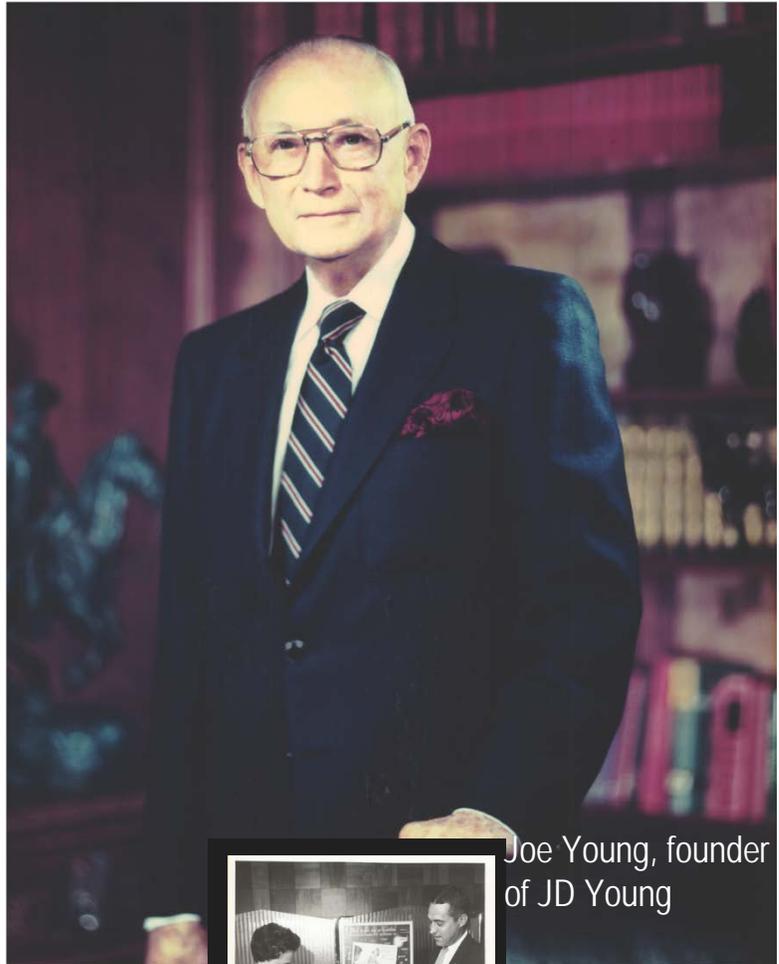
December 19, 2017

¹ The June Board Retreat will take the place of the regular meeting. The retreat location will be posted along with the agenda prior to the meeting. The retreat will be held from 9:00 a.m. to 2:00 p.m.

Who We Are

As a company founded on family values, JD Young has branded itself as the company you turn to when looking for a solution to your business problems. Since 1949, JD Young has prided itself on supplying their customers with the **most advanced solution** by continuously searching for the latest technology that will ultimately make our clients lives a bit easier. To us, it's not about selling the most copiers or business solutions; it's about easing the stress documents can bring. It's about **minimizing your costs** so you are able to focus your attention elsewhere. We don't do this to be "different", we do this because **it's the only way to achieve what we set out to do**: ensure that when a client begins a partnership with us their lives become easier. If at the end of it all if we haven't simplified things on your end, we haven't done our job right.

This is what we're about. This is what we've spent nearly 70 years doing. **Making your life easier** so you can move on to the next task at hand. We hope to partner with you some day and play a small part in creating the best business solution for your company.



The JD Young Advantage

JD Young Leasing

JD Young owns its leasing company which means no surprises for our leasing customers. We are an Oklahoma based company so there are no out-of-state property taxes to surprise you with later. We own our leases. No banks. No hurdles. You will not be directed to a third party company if you have a question about your JD Young lease; just contact your JD Young sales representative.

Contract Flexibility

Contract upgrades at any time without pre-payment penalty.

Certified Service/ Largest Service Staff in Eastern Oklahoma

Whether you need to place a service call or order supplies, our service department is always available during business hours. With 33+ certified technicians, JD Young has more than double the amount of trained service technicians compared to our nearest competitor. We employ a higher number of qualified service technicians in order to tend to our customer in the most efficient manner.

\$750,000 Locally Available Parts/Supplies in Stock and / Free Loaner Machine

If something goes wrong on your machine, our service department is able to fix it in the least amount of time because of parts stored in our Tulsa facilities. If your office equipment will be out of service more than 16 working hours, JD Young will happily supply a free loaner machine until your device has been fixed.

Fast Response Time

If a service call is placed on a machine, JD Young will respond in 4 hours or less in the Tulsa metro area. JD Young employs 6 full-time Dispatch/ Customer Service employees in order to reduce your overall wait time.

City employees enjoy working with JD Young because they are very professional and are always trying to help the City meet their needs in a timely/responsive manner. They are very flexible and always have a solution that meets or exceeds the City's expectations.

– City of Tulsa employees

Customer Friendly

JD Young offers convenient Online meter readings, supply ordering, and service calls.

In-House Print Shop

Have a large print job you need in a hurry? No problem. Using painlessprinting.com, our online print submission software, you are able to submit print jobs online and our full-service print shop will execute the job and deliver right to your office.

Proposed Solutions for Tulsa Honor Academy

November 20, 2017

Proposed Solution

Quantity	Make	Model	Description
1	Toshiba	e-STUDIO6570CT	e-STUDIO6570CT - 65/75 PPM Color MFP
1			Fax Board
1			Finisher Rail
1			Hole Punch Unit
1			Saddle Stitch Finisher

Please see attached brochure or specification sheet for more details.

Lease Option(s)

Term	Monthly Lease Payment	Monthly Maintenance Payment
48 FMV	\$330.00 \$318.72 (without fax)	\$0.00

Maintenance Agreement

- **Add to current service contract**
- Service includes all parts, labor, supplies, toner, fuser and drums. Excludes networking services after install, paper and staples.
- Includes delivery, installation and training.

Prepared By: Dwight Bowen | (918) 925-3345 | dbowen@jdyoung.com



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ACTION ITEM OVERVIEW

ITEM 5. Approval of Appointment of John Senger as Treasurer and Finance Committee Chair

Presenter: Kian Kamas, Board Chair

Type: Annual Appointment

Background: Following Ken Sallee's notification that he intends to roll off the Board of Directors, Board leadership began working to identify Ken's replacement for Treasurer and Chair of the Finance Committee. Current board member John Senger has agreed to serve in both roles for the current fiscal year.

Recommendation: The Chair recommends appointment of John Senger as Treasurer and Finance Committee Chair.



ACTION ITEM OVERVIEW

ITEM 6. Approval of Appointment of Nancy Carter to the Board of Directors

Presenter: Kian Kamas, Board Chair

Type: Appointment for 3-Year Term

Background: Following Ken Sallee's notification that he intends to roll off the Board of Directors, Board leadership began working to identify individuals who could replace Ken's expertise on the Board. Nancy Carter currently serves on the Finance Committee and is Vice President of Finance for the Tulsa Regional Chamber. Nancy brings with her a strong knowledge of financial process and policy best practices, and her appointment is in line with the Board's stated strategy of increasing the presence of members with financial expertise on the Board. In addition to Nancy, we are looking to appoint one additional member to the Board who has financial expertise, bringing the total number of board members to 13.

Recommendation: The Chair recommends appointment of Nancy Carter to the Board of Directors for a regular 3-year term.

Committee	Action Step #	Action Step	Accountability/Lead	Deadline	Status
Development	1	Ensure Taste of THA thank you letter is sent	Marvin, Brooke	7/15/2017	Letters were mailed the week of July 10th.
	2	Host first meeting of Development Committee: (1)Identify subcommittee leads; (2)Establish deadline for creating 30-60-90 day goals	Marvin and Subcommittee Chairs	8/30/2017	Meeting held on August 17th at 5:30 p.m. Committee's Agenda reviewed and approved. Subcommittees formed and 30/60/90 action items established. Fall 2017 Fundraiser Campaign: "Make the Connection" Campaigning to provide 200 computer notebooks to 200 THA students.
	3	Determine feasibility of pursuing joint funding for Charter schools from United Way	Ben	7/20/2017	
Finance	1	Identify replacement for Ken Sallee, Finance Committee Chair	Ken, Kian	8/15/2017	John Senger has agreed to serve as Treasurer and Chair of the Finance Committee and will be appointed at the September board meeting. Additionally, current Finance Committee member Nancy Carter has agreed to join the board. We are still in search of one additional board member with finance expertise.
	2	Identify alternative accountant options to Angie	Ken, Ben, Kian, Elsie	8/15/2017	Eric Doss with OPSRC met with Gus, Elsie, and College Bound to better understand both school's needs. Based upon this meeting, he developed a position description and sent this to a staffing agency for review.
AAC	1	Restructure AAC to focus on quarterly meetings and report-outs to the Board	Moises	8/1/2017	Meetings set for the following dates: Beginning of Year - August 22nd; Quarter 1: November 6th; Quarter 2: February 5th; Quarter 3: April 2nd;Quarter 4: June 5th
Governance	1	Appoint new Governance Committee Chair	Kian	8/1/2017	Palmer Johnson has agreed to serve as the Chair for 2017-2018
	2	Appoint committee members	Palmer	9/30/2017	
	3	Review all policies and procedures	Palmer	10/30/2017	
	4	Implement and changes that are identified and get board approval for amendments or additions to the policies and procedures.	Palmer	11/30/2017	
	1	Appoint new Vice Chair of Board	Kian	8/1/2017	Jazi Hiriart has agreed to serve as the Vice Chair of the Board for 2017-2018

Committee	Action Step #	Action Step	Accountability/Lead	Deadline	Status
General Board	2	Ensure Vice Chair understands Board processes and is ready to lead board meetings during Chair's absence	Kian, Jazi	9/30/2017	Kian is developing a schedule for the 2017-2018 board meetings and will be working with Jazi to train her on how to prepare for each board meeting, according to requirements of the Open Meeting Act
	3	Work with Committee Chairs to ensure each committee establishes a regular meeting schedule (in-person or by phone), and that each Committee is prepared to focus on achieving 30-60-90 day goals	Kian, Jazi	9/30/2017	Kian is working with Elsie to identify and secure commitments for all committees for 2017-2018. She will be working with each Chair to begin focusing on 30-60-90 day action items, and to ensure that each Chair utilizes the action item tracker to monitor and report on progress.