TULSA HONOR ACADEMY

ACADEMICS, CHARACTER, EXCELLENCE

BOARD OF DIRECTORS MEETING

Tuesday, August 1, 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) June Meeting & Retreat Minutes c) Encumbrance Report	Kian Kamas, Board Chair	6:02 p.m.
4.	VOTE	Approval of 2017-2018 Employment Contract with Elsie Urueta	Kian Kamas, Board Chair	6:05 p.m.
5.	VOTE	Approval of Appointment of 2017-2018 Slate of Board Officers	Kian Kamas, Board Chair	6:15 p.m.
6.	VOTE	Approval of 2017-2018 Data Sharing Agreement with Tulsa Public Schools	Elsie Urueta, Head of School	6:25 p.m.
7.	INFO	**Head of School's Report**	Elsie Urueta, Head of School	6:40 p.m.
8.	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	6:55 p.m.
9.		New Business		7:15 p.m.
10.		Adjourn	Kian Kamas, Board Chair	7:17 p.m.

ATTACHMENTS

A. June Meeting Minutes
B. Encumbrance Report
C. Budget to Actual Report
D. Action Item Overview: 2017-2018 Employment Contract with Elsie Urueta
E. Action Item Overview: 2017-2018 Slate of Officers
F. Action Item Overview: 2017-2018 Data Sharing Agreement with TPS
G. 30-60-90 Day Committee Action Items Overview

TULSA HONOR ACADEMY
ACADEMICS, CHARACTER, EXCELLENCE

BOARD OF DIRECTORS MEETING MINUTES

Saturday, June 10, 2017
9:00 a.m. – 2:00 p.m.
Tulsa Honor Academy | 2525 S 101st East Avenue

MINUTES

Item 1. Welcome

The Board Chair called the meeting to order at 9:08 a.m.

Item 2.Roll Call

Ben Stewart- Present
Sara- Present
Moises-Absent
Jazi-Present
Palmer-Present
Kian-Present
Marvin-Present
Lucia-Present
Ken-Present
John-Present
Yolanda-Present

Item 3. Approval of the Consent Agenda

a) Meeting Agenda
b) May Meeting Minutes
c) Encumbrance Report

Mr. Senger moved, 2nd by Mr. Stewart 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- Yes
Yolanda- Absent

Motion Passed

Item 4. Approval of Lease Agreement for Facilities with Tulsa Public Schools

Elsie noted that custodial services were more than budgeted primarily because TPS will have to hire a 2nd custodian to serve the space; Elsie noted that the new custodian is very efficient. Elsie noted that in the future we should consider looking at other vendors (in FY19), but that since we split the cost with CBA, TPS is most likely the most cost effective solution for this year. Ben noted that the information in the contract needs updated to THA and its address and not Elsie and her personal address. Kian stated that she and Marvin had discussed this for several of the other contracts the board will be approving and that she would work with TPS to ensure the contracts which are signed have the most up-to-date information listed.

Mr. Senger moved, 2nd by Mr. Johson to approve the Lease Agreement for Facilities with Tulsa Public Schools.

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 5. Approval of Charter Contract with Tulsa Public Schools

Elsie noted that TPS voted earlier this year to grant a 5-year Charter renewal contract, the first time in the board's history to do so. Ben asked if this allowed for further grades. Elsie noted that it does not; a separate charter must be applied for further growth. Elsie noted that she is supposed to meet with Mark in September to discuss an extension of the Charter for the high school. Palmer asked what road blocks we might encounter for application of a charter for the high school. Elsie noted that high schools in Tulsa are not as crowded, and there is a new high school in the northern portion of the district. Elsie noted that in the charter application process, she will be working to prove broad community support for the high school. Ben noted that KIPP is also pursuing a high school, which has an impact of the broader landscape for high school opportunities in Tulsa. John asked about the modifications on page 4 of the Charter contract; Elsie noted that the language has no impact on us and is largely changed to reflect change in the federal/state law that governs Charters. Ben noted that there is only one school maybe two, that doesn't qualify as a priority school. John asked about the 128 enrollment number on page 5; Elsie noted that this is not limiting, as we currently only enroll 112 students each year. John asked about services provided on page 12 of the contract. Elsie noted that the only thing that might need to change is offering a gifted and talented program.

Mr. Sallee moved, 2nd by Ms. Arzu to approve the Charter Contract with Tulsa Public Schools

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 6. Approval of Student Transportation Contract with Tulsa Public Schools

Elsie noted that we budgeted slightly more than the ultimate contract ended up being. Additionally, the listed amount includes potential field trips, which THA typically does not use TPS transportation services for. Elsie noted that since we will offer music this year, we may take a field trip to see the philharmonic or a similar event. Elsie noted that field trips must be directly tied to the content the students are learning. Elsie further noted that the difference between the budgeted amount would still likely be used for the college visit field trip to cover external transportation services. Ben asked if the service has improved. Elsie said that it has improved significantly, although there are still some issues. Lucia asked what Elsie attributes this to. Elsie noted that she believes her vocal disapproval and search for alternative vendors led to TPS improving the service

Mr. Stewart moved, 2nd by Mr. Senger to approve the Student Transportation Contract 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. Appoint Marvin Lizama, Yolanda Charney, and Sara Arzu to serve a second three-year term on the Board of Directors

Mr. Johnson moved, 2nd by Mr. Stewart to approve the appointment of Marvin, Yolanda, and Sara to a second three-year term on the Board of Directors.

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 8. Approval of Application for Temporary Appropriations

Elsie provided an overview of the item and noted that we are required to submit this application in order to receive state funding until our FY 18 Estimate of Needs is complete. The amount listed is based upon our projected enrollment and has been prepared by our auditors.

Mr. Stewart moved, 2nd by Ms. Oberle to approve the Application for Temporary Appropriations

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 9. Approval of Lunch Charge Policy

Elsie noted that THA has modified its lunch charge policy to ensure that it aligns with federal regulations. THA has worked with Stephen Huff to draft this document, who has helped ensure that it is in alignment. Elsie noted that THA is already following this policy; this is simply formalizing and documenting the process. Lucia asked if any families were still delinquent at the end of the year; Elsie noted that there was a very small amount, something like 5 families.

Mr. Senger moved, 2nd by Mr. Sallee approve the lunch charge policy.

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 10. Approval of Child Nutrition Services Agreement

John asked if the number should be above 324; Elsie noted that this is based upon our goal enrollment of 108 students per class. Elsie also noted that 60-70% of students end up taking advantage of the meal service, the others bring their own meals.

Mr. Lizama moved, 2nd by Ms. Arzu to approve the child nutrition services agreement.

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 11. RETREAT - THA Foundational Overview

The board meeting ended at 9:45 a.m. and the board took a break to allow for the retreat facilitator to set up. The retreat began at 10:01 a.m.

- Heather provided an overview of her background and the work she does with boards around Tulsa
- Elsie gave a brief history of Tulsa Honor Academy's history to date
- Elsie provided an overview of student performance on the MAP assessment

- Elsie noted that THA sees this as the most important assessment because it measures success on a national level, and tells staff if students are truly college ready
- Elsie noted that if 80 percent of students met their typical growth goals, that would be considered successful; however, THA strives to meet tiered growth goals in order to ensure that the students are college ready
- In the fall, in every subject, students met typical growth
- In the spring, in nearly every subject, students met tiered growth
- Math highlights
    - 5th grade – 93% of students met typical growth, 71% met tiered growth
    - 6th grade – 76% of students met typical growth, 53% met tiered growth
    - Elsie gave an overview of growth per quartile, showing very even growth
    - Elsie noted that at the beginning of the year, the majority of 5th grade students began in the bottom 2 quartiles, and by the end of the year the majority were in the top 2 quartiles
- The group reviewed the other subjects and discussed trends across those subjects:
    - Elsie discussed that staff has noticed a "summer slide" among students – a decline in scores from 5th grade spring to 6th grade fall. Elsie noted that this could be impacted by the students taking the assessment the first week of classes (the timing could lower the scores somewhat). However, she does not believe it should impact them to this degree. Elsie discussed that more affluent students are exposed to more learning opportunities during the summer than what THA students are likely exposed to. Elsie discussed that THA does provide a summer homework packet, but this is not enough. Elsie noted that the summer slide exists for all students regardless of income, but more affluent students still have opportunities for further enrichment that might limit the slide.
    - Elsie noted that there is no plan to move the test later in the year as it would reduce instructional time.

Item 12. RETREAT – Review of THA's "3 Big Goals"

- Kian noted that we will focus on facilities and fundraising, that it is clear that Elsie and her team have control of student performance metrics
- Facilities discussion
    - See facilities overview document provided in Board Agenda Packet for full details.
    - The board determined that board leadership and Elsie would work to engage TPS this summer and fall in a discussion around facilities options in order to begin this discussion now, rather than waiting until the spring.
- Budget discussion
    - See budget overview document provided in Board Agenda Packet for full details.
    - Discussed the potential to overenroll 7th grade in particular given the higher per pupil rate, and the need to maintain as many students enrolled through October 1st as possible. Elsie emphasized the need to ensure teachers are not overwhelmed or class sizes are not too large, which adversely impacts student learning and performance.
    - Ken asked the impact to learning for not having a 1:1 computer ratio for students

        - Elsie noted that the impact was largely on teachers, as teachers had to search for spare laptop carts. Elsie noted that this past year was doable, however it caused tension and stress for teachers.
        - Elsie noted that for state testing with 3 classes, it will be very difficult to test with just 1 class of computers
        - Elsie noted that at least 1 additional class will need laptops – we have until April to purchase laptops for state testing
        - Palmer asked how much a 1:1 ratio would reduce printing. Elsie noted it would be minimal. Teachers create their own curriculum, which requires the printing
    - The group further discussed the top priorities for funding short term needs (FY18) and longer term needs identified in the long-term budget.

Item 13. RETREAT – Board Member Break

The board split into two groups and took a brief break before beginning work on Item 14.

Item 14. RETREAT – Small Group Work

The board split into two groups to focus on discussions around fundraising needs for the short and long term.

Item 15. RETREAT – Lunch Break

The board took a working lunch break and continued working in their small groups.

Item 16. RETREAT – Small Group Work Continued

The small groups continued work on brainstorming ideas for fundraising for short and long term needs.

Item 17. RETREAT – Small Group Report Outs

Group 1:

- 30-60-90 day goals
    - 30 day – Clearly define and outline the new structure of the development committee so that responsibilities can be outlined and monitored
        - Identify subcommittees
            - Donor infrastructure committee – communication, thank you's
            - Local fundraising strategy (east Tulsa/Hispanic community)
            - Broader/national strategy (United Way, Walton)
                - Grant writing
        - Identify potential new committee members
        - Very clearly articulate the role of staff and committee members
    - 30/60 day: Organize meeting with 3 BES schools and Legacy to discuss joint fundraising strategy:
        - Becoming a United Way recipient
        - Broader fundraising strategy

        - Walton Foundation
    - 30 day: Talk with TPS about using furniture from schools that are being closed
        - Desks
        - Cafeteria tables
        - Chairs
        - Technology?
    - 90 day: Develop specific strategy for laptop fundraising
    - 90 day: Develop a broader marketing strategy that highlights and celebrates successes of THA
    - Other ideas:
        - Develop list of major Hispanic/east Tulsa businesses that would be willing to invest or provide funds for things like laptops, etc.
        - Develop a monthly tracker for board meetings
        - Market line items in the budget that could be funded – i.e. college visit for $5,000
- Suggestion: Eliminate monthly reports from AAC, instead have a quarterly update/review on student performance
    - Reduces time spent on student performance, which is on track
    - Refocuses board's time and energy on the area that needs the most time and attention
    - Eliminates need for staff to prepare extensive monthly reports
- Suggestion: Make a decision on accounting functions for the school – we must put a solution in place that moves the burden from the Finance Committee/Chair to professional support
- Suggestion: Eliminate unnecessary reports/reporting at board meetings and instead focus on progress on 30/60/90 day goals around fundraising priorities

Group 2:

- Top Ideas
    - Laptops – individual student sponsorship, personalize the campaign and create student profiles so that people have a personal tie to their donation
    - Professional Development – provide more information about why it is so important, help people understand what the PD is for
        - Sponsor a teacher – highlight their metrics and what they're doing in the classroom
    - Books – start a kickstarter campaign, "build a library"
        - Ask people what their favorite book was, and ask them to donate it
        - THA Challenge – donate $10 and then challenge your friends to donate as well
    - Develop a master grant list
        - Identify areas focus for the various funding sources, max funding amounts, when the deadlines are, timelines for grant disbursal, which grants can we reapply for every year
- 30 Days
    - Grants
        - Identify who leads the Grant Committee – online research to discover all of the various local and national grant/funding sources
            - Focus on the areas that could fulfill our most urgent needs
        - Develop one-sheets for students/teachers/classrooms – Elsie says 60 days
        - Identify potential tech sponsors – national and local

- Who are the decision makers
- Appointment setting for asks – small group plus school leadership
- Set 10 appointments within the next 90 days

- Professional Development
  - Look for partner in a STEM and learning association who could sponsor long-term
  - Change name to "best practice application" or something more telling that better explains the goal of the PD trips

Item 18. New Business

No new business.

Item 19. Adjourn

The meeting adjourned at 1:02 p.m.

TULSA HONOR ACADEMY **Encumbrance For Board Approval**

From: 01 Jul 2017 to: 30 Jul 2017 **GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
1	ADPC	FINANCIAL ACCOUNTING SERVICES	5,280.00	07/01/2017
2	SCHOOL OUTFITTERS	SCHOOL FURNITURE	27,600.00	07/01/2017
3	J.D.YOUNG	PRINTER USAGE AND MATERIALS	28,000.00	07/01/2017
4	CHILD NUTRITION SERVICES	SCHOLAR MEALS	290,000.00	07/01/2017
5	**AT&T	PHONE SERVICES FOR LEAD TEAM	5,880.00	07/01/2017
6	TULSA PUBLIC SCHOOLS	FACILITIES AND TRANSPORTATION	120,000.00	07/01/2017
7	SUNDANCE OFFICE SUPPLY	OFFICE SUPPLY	19,500.00	07/01/2017
8	EAS CONSULTING, INC,	SCHOOL CONSULTING	18,000.00	07/01/2017
9	TOWNSEND MARKETING	SCHOOL UNIFORMS	40,000.00	07/01/2017
10	WIRED! TECHNOLOGY PARTNERS	TECH SERVICE	19,000.00	07/01/2017
11	SANDERS BLEDSOE AND HEWETT	SCHOOL AUDITORS	4,800.00	07/01/2017
12	THERAPY WORKS	SPEECH THERAPY	1,800.00	07/01/2017
13	YORKTOWN EDUCATIONAL SERVICES	BEHAVIORAL THERAPY	9,000.00	07/01/2017
14	AMERICAN FUNDS	ADMINISTRATIVE FEES FOR 401K	1,000.00	07/01/2017
15	CARPENTER INS. AGY INC.	SURETY BONDS	1,000.00	07/01/2017
16	TEACH FOR AMERICA	TFA FEES	32,000.00	07/01/2017
17	BUILDING EXCELLENT SCHOOLS	COACHING FEES	11,000.00	07/01/2017
19	PEARSON, INC	POWERSCHOOL SIS	3,700.00	07/01/2017
20	NORTHWEST EVALUATION ASSOCIATION	MAP TESTING	3,700.00	07/01/2017
21	J. D. YOUNG LEASING, LLC	LEASE OF PRINTERS	12,150.00	07/01/2017
22	THINK THROUGH LEARNING INC	THINK THROUGH MATH LICENSES	6,630.00	07/01/2017
23	HOUGHTON MIFFLIN HARCOURT	LEXILE LEVEL TESTING	2,520.00	07/01/2017
24	ALL IN LEARNING	TECHNOLOGY, INSTRUCTIONAL MATERIAL	7,500.00	07/01/2017
25	DISCOVERY EDUCATION, INC.	TEACHER LECTURE RESOURCE	1,140.00	07/01/2017
26	EDMENTUM	STUDY ISLAND PROGRAM	1,000.00	07/01/2017
27	OKLAHOMA SCHOOL ASSURANCE GROUP	WORKERS COMP INSURANCE	6,900.00	07/01/2017

PO #	Vendor Name	General Description	Amount	Date
28	DEBIT CARD	DEBIT CARD EXPENDITURES: SUPPLIES, STAFF TRAVEL & PD, BOOKS	40,000.00	07/28/2017
		Current Encumbered	**719,100.00**	

TULSA HONOR ACADEMY

ACADEMICS, CHARACTER, EXCELLENCE

ACTION ITEM OVERVIEW

ITEM 4. Approval of Employment Contract with Elsie Urueta

Presenter: Kian Kamas, Board Chair

Type: Annual Approval of Employment

Background: The Board is required to approve an annual employment contract with the Head of School, which outlines the terms of employment with that individual. In the future, this item will be presented no later than the June board retreat, to ensure the board evaluates the contract prior to the beginning of a new fiscal year. The employment contract is for one year.

Recommendation: The Chair recommends approval of the employment contract with Elsie Urueta due to Elsie's exceptional record of improving student performance in the first two years of Tulsa Honor Academy.

TULSA HONOR ACADEMY
ACADEMICS, CHARACTER, EXCELLENCE

LETTER OF AGREEMENT

THIS AGREEMENT is made by and between Tulsa Honor Academy Charter School, hereinafter referred to as "The School," and Elsie Urueta, hereinafter referred to as the "Employee."

1. EMPLOYMENT: The School employs Elsie Urueta as the Head of School at Tulsa Honor Academy. Employee accepts employment on the following terms and conditions:

2. TERMS: Except as otherwise provided in paragraph 6 hereof, the School shall employ the Employee for the period July 1, 2017 to June 30, 2018. The Employee must report to school from 7 am to 5 pm, Monday through Friday and a few Saturdays throughout the year (which will be outlined in Summer PD to all staff). This Agreement may be extended automatically for successive periods of one (1) year unless the Board of Directors President notifies the Employee in writing by June 1 of the then current year of her intent to terminate the Agreement as of the end of such year.

3. COMPENSATION: The Employee's compensation for the Board of Directors President shall be $87,125 for the year and shall be paid incrementally during the year at regular payroll periods for the duration of Employee's employment with the School. If the Employee's service for the School terminates for any reason prior to the end of the year, the School shall pay the Employee such incremental compensation through the payroll period (and any fraction thereof) coinciding with to the date of termination.

4. BENEFITS: The Employee shall be provided medical benefits from July 1, 2017 to June 30, 2018. The School shall offer medical and dental benefits as offered by the State Department of Education. The School reserves the right to offer different or additional benefits to the Employee.

5. EVALUATION: The Employee shall perform her duties as detailed in this job description and as outlined in the employee handbook, which Elsie Urueta acknowledges receipt of by signing this letter. The Board of Directors President and Executive Committee shall meet with the Employee during the year to discuss her job performance and will provide formal annual evaluation of the Employee's job performance.

6. TERMINATION: As an "at will" contract, the Employee or the School may terminate the agreement with or without cause at any time.

Please indicate your agreement to the foregoing by signing this letter in the space provided below.

By: _____ By: _____

Employee Board of Directors President

DATE: _____ DATE: _____

TULSA HONOR ACADEMY

ACADEMICS, CHARACTER, EXCELLENCE

ACTION ITEM OVERVIEW

ITEM 5. Approval of 2017-2018 Slate of Board Officers

Presenter: Kian Kamas, Board Chair

Type: Annual Appointment of Board Officers

Background: Jazi Hiriart has agreed to serve as Vice Chair, Palmer Johnson has agreed to serve as Chair of the Governance Committee, and Marvin Lizama has agreed to serve as Chair of the Development Committee. Kian is working with Elsie and Ken Sallee to identify a replacement for his board position that has significant finance experience; top candidates currently serve on the Finance Committee. Upon finalizing who will be nominated to replace Ken, this individual will be nominated to Chair the Finance Committee. Remaining positions left unfilled include the Chair of the Academic Achievement Committee and the Secretary. Kian is working to identify replacements for these positions.

Recommendation: The Chair recommends approval of the proposed 2017-2018 board officers.

CONFIDENTIALITY AGREEMENT FOR USE OF PERSONALLY-IDENTIFIABLE STUDENT INFORMATION

WHEREAS, _____ ("Charter School") has collected certain data that contain confidential, personally-identifiable information, and the Charter is mandated by federal and state law to protect the confidentiality of such data;

WHEREAS, the Charter is willing to make such data available for research and analysis purposes to improve and describe instruction in its schools, but only if the data are used and protected in accordance with the terms and conditions stated in this Agreement;

NOW, THEREFORE, it is hereby agreed between Charter and:

Independent School District of Tulsa County, No. 1 (Tulsa Public Schools and its contractor Education Analytics hereinafter referred to as the "Researcher") that:

I. DATA PROVIDED

The Charter will provide Researcher with the following data:

Teacher value-added results (if applicable), student identification numbers, student test score data, course identification data, teacher identification data, teacher-student linkage data, student survey data and other student background data (i.e. demographic and characteristic information)

II. INFORMATION SUBJECT TO THIS AGREEMENT

A. All data containing personally-identifiable information collected by or on behalf of the Charter that are provided to the Researcher and all information derived from those data, and all data resulting from merges, matches, or other uses of the data provided by the Charter with other data, are subject to this Agreement (referred to herein as the "target data"). The target data under this Agreement may be provided in various forms including but not limited to written or printed documents, computer tapes, diskettes, CD-ROMs, hard copy, or encrypted files.

B. The Researcher may use the target data only for its work in responding to the Charter's requests for analysis, reports and collaboration regarding its value-added, student test scores, and student survey data. The Researcher is further limited by the provisions of this Agreement and the provisions and regulations of the Federal Educational Rights and Privacy Act (FERPA).

III. INDIVIDUALS WHO MAY HAVE ACCESS TO TARGET DATA

Researcher agrees to limit and restrict access to the target data to the following three categories of individuals:

A. The Project Leader in charge of the day-to-day operations of the research and who are the research liaisons with the Charter.

B. The Professional/Technical staff in charge of the research under this Agreement.

C. Support staff including secretaries, typists, computer technicians, etc., but only to the extent necessary to support the research.

D. The Project Lead/Technical staff who are supporting the generation of applicable reports.

IV. LIMITATIONS ON DISCLOSURE

A. The Researcher shall not use or disclose the target data for any purpose not expressly stated in its underlying services agreement approved by the Charter regarding the analysis of value-added, student test scores, and student survey data unless the Researcher has obtained advance written approval from the Charter.

V. PROCEDURAL REQUIREMENTS

A. The research and analysis conducted under this Agreement shall be limited to supporting the Charter's requests for analysis, reports and collaboration regarding its value-added, student test scores, and student survey data., which includes providing the data to contractors with the Researcher, who will also be subject to this Agreement: Education Analytics

B. Notice of and training on confidentiality and nondisclosure.

1. The Researcher shall notify and train each of its employees who will have access to the target data of the strict confidentiality of such data, and shall require each of those employees to execute an Acknowledgement of Confidentiality Requirements**.**

2. The Researcher shall maintain each executed Acknowledgement of Confidentiality Requirements at its facility and shall allow inspection of the same by the Charter upon request.

C. The Researcher shall immediately notify the Charter in writing upon receipt of any request or demand for disclosure of the target data except as already described in this Agreement.

D. The Researcher shall immediately notify the Charter in writing upon discovering any breach or suspected breach of security or of any disclosure of the target data to any unauthorized individual or entity.

VI. SECURITY REQUIREMENTS

A. Maintenance of, and access to, the target data.

1. The Researcher shall retain the original version of the target data at a single location and shall not make a copy or extract of the target data available to anyone except individuals specified in paragraph III above.

2. The Researcher shall maintain the target data, (whether maintained on a mainframe facility, central server, personal computer, print, or any other medium) in an area that has limited access to authorized personnel only. The Researcher shall not permit removal of any target data from the limited access area. Only those individuals who have executed a separate Acknowledgment of Confidentiality Requirements shall be admitted to the storage area.

3. The Researcher shall ensure that access to the target data maintained in computer files or databases is controlled by password protection. The Researcher shall maintain all printouts, diskettes, or other physical products containing individually-identifiable information derived from target data in locked cabinets, file drawers, or other secure locations when not in use.

4. The Researcher shall ensure that all printouts, tabulations, and reports are edited for any possible disclosure of personally-identifiable target data and that cell sizes are 10 or more.

5. The Researcher shall establish procedures to ensure that the target data cannot be extracted from a computer file or database by unauthorized individuals.

B. Retention of target data.

1. Under the Charter's supervision, the Researcher shall destroy the target data including all copies, whether electronic or paper, when the research that is the target of this Agreement has been completed or this Agreement terminates, whichever occurs first.

VII. TERMINATION OF THIS AGREEMENT

A. This Agreement shall terminate at the time that the Charter provides written notification to the Researcher or at the conclusion of the Researcher's work for the Charter, whichever is earlier. The Agreement, however, may be extended by written agreement of the parties.

B. Any violation of the terms and conditions of this Agreement may result in the immediate revocation of this Agreement by the Charter.

1. The Charter may initiate revocation of this Agreement by written notice to the Researcher.

2. Upon receipt of the written notice of revocation, the Researcher shall immediately cease all research activity related to the Agreement until the issue is resolved. The Researcher will have 3 business days to submit a written Response to the Charter, indicating why this Agreement should not be revoked.

3. The Charter shall decide whether to revoke this Agreement based on all the information available to it. The Charter shall provide written notice of its decision to the Researcher within 10 business days after receipt of the Response. These timeframes may be extended for good cause.

VIII. MISCELLANEOUS PROVISIONS

A. The provisions found in the Federal Educational Rights and Privacy Act (FERPA), hereby incorporated into this Agreement and made a part thereof.

SIGNATURE PAGE

By signing below, the official of the Research Organization certifies that he or she has the authority to bind the Research Organization to the terms of this Agreement and that the Research Organization has the capability to undertake the commitments in this Agreement.

1. Location at which the target data will be maintained and analyzed.	
2. Signature of the Official of the Research Organization	3. Date
4. Type/Print Name of Official	5. email
6. Title	7. Telephone
8. Mailing Address Tulsa Public Schools 3027 South New Haven Tulsa, Oklahoma 74104	
9. Signature of the Principal Research Analyst	10. Date
11. Type/Print Name of Principal Research Analyst	12. email
13. Title	14. Telephone
15. Mailing Address Tulsa Public Schools 3027 South New Haven Tulsa, Oklahoma 74104	
16. Signature of the District Research Liaison	17. Date
18. Type/Print Name of the District Research Liaison	19. email
20. Title	21. Telephone
22. Mailing Address	

XIV. RESEARCH DESCRIPTION

Title of Proposed Research Project:	
Research Organization Name:	
Address:	
Name of Primary Researcher:	
Title:	
Phone:	E-mail:

XV. ACKNOWLEDGMENT OF CONFIDENTIALITY REQUIREMENTS

I, xxx _____
hereby acknowledge that I may be given access to confidential, personally-identifiable information as part of the supported Research Project and I hereby acknowledge that I:

1. Cannot use, reveal, or in any other manner disclose any personally-identifiable information furnished, acquired, retrieved, derived, or assembled by me or others for any purpose other than those purposes specified for this Research Project; and

2. Must comply with Federal Education Rights and Privacy Act (FERPA) [20 U.S.C 1232g; 34 C.F.R. Part 99].

I also pledge to adhere to all data security guidelines applicable to this Research Project. I understand that I am subject to disciplinary action by my employer or civil penalties for disclosing this information to any unauthorized individual or entity.

Signature: _____

Printed Name: _____

Title: _____

Organization: _____

Date: _____

Research Project: _____

Committee	Action Step #	Action Step	Accountability/Lead	Deadline	Status
Development	1	Set meeting of Board/Development Leadership to outline structure of new Development Committee	Kian	6/30/2017	Hosted on July 7, 2017 - Attended by Kian, Marvin, Lucia, Ben
Development	2	Ensure Taste of THA thank you letter is sent	Marvin, Brooke	7/15/2017	Letters were mailed the week of July 10th.
Development	3	Set August Development Committee Meeting	Marvin	7/15/2017	Meeting tentatively set for August 17th at 5:30 p.m.
Development	4	Email Development Committee members: (1)Introduce Marvin as Chair; (2)Confirm willingness to serve this year; (3)Identify interest in working in a subcommitee area	Marvin	7/30/2017	Marvin Lizama reached out to all members of the Development Committee from the 2016-17 school year. With the exception of Palmer Johnson—who will chair the Governance Committee—all committee members will return for the 2017-18 school year. Lizama will identify those chairs for the three subcommittees created this summer and we will begin our work for the fall fundraiser: laptops for THA students. Lizama will also add additional members to the committee to help realize our fundraising goals this year.
Development	5	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 tentatively set for August 17th at 5:30 p.m.
Development	6	Determine feasibility of pursuing join funding for Charter schools from United Way	Ben	7/20/2017	Ben has initiated initial conversations and will work throughout July to determine how we approach this goal

Committee	Action Step #	Action Step	Accountability/Lead	Deadline	Status
Finance	1	Identify replacement for Ken Sallee, Finance Committee Chair	Ken, Kian	8/15/2017	Ken has asked Jason if he is interested in joining the board. Ken and Kian have discussed asking Nancy to join the board as well in order to increase the presence of finance professionals on the board.
Finance	2	Identify alternative accountant options to Angie	Ken, Ben, Kian, Elsie	8/15/2017	Ken, Ben, Kian, and Elsie participated in a call with OPSRC and College Bound's leadership to discuss options for accounting services. Our goal is to find an alternative to Angie, who is not meeting needs, expectations, or requirements.
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
General Board	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
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

Committee	Action Step #	Action Step	Accountability/Lead	Deadline	Status
General Board	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.