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San Miguel Tulsa Accreditation Draft

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Contact Information:

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January 10, 2019

San Miguel Middle School of Tulsa was founded by Dr. Curt Adams, who asked the question: "Where in the city of Tulsa is there a great need for a school dedicated to lifting students out of poverty?" His research uncovered overwhelming need in the inner city area surrounding Lewis Avenue and Admiral Boulevard, the Kendall-Whittier neighborhood. Driven to find a solution, he and a group of courageous volunteers spent two years researching the possibilities of a school dedicated exclusively to serving these disadvantaged youth.

San Miguel was established in 2004 as a private independent Catholic school with a mission to help "children from challenging environments, regardless of race, nationality or religion, to achieve academic and personal success through a non-tuition driven, Lasallian education." Today, San Miguel serves 72 ELLs or former ELLs (English Language Learners) in grades sixth through eighth.

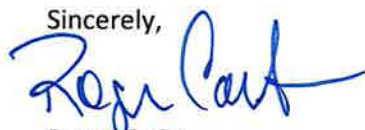
Our students often face overwhelming barriers. All qualify for the federal lunch program, and often come to us with low self-esteem and poor basic academic skills, putting them several grades below level. They come from families whose pursuit of the American Dream has been paralyzed by poverty in part because of a poor command of the written and spoken English language. San Miguel is a lifeline for these students who often struggle at larger local schools.

Our curriculum addresses the social, emotional, and educational needs of our students. Our school day and academic year also give students endless opportunities to learn and thrive. Small class sizes (12:1 student teacher ratio) and individual progress plans ensure students feel supported. Academic rigor is present in a heavy focus on language arts and math, including 120 minutes of reading, writing and vocabulary each day. Our extended school days and 10 month school year provides the student with nearly 500 more hours than the state requirement.

Our approach is working: We have 97% daily attendance rate and 100% parent participation in quarterly conferences. In addition, 90% of students have gone on to graduate high school compared to the 56% graduation of the home public high school where San Miguel is located.

We started San Miguel in the basement of a Catholic church in 2004 and eight years later we built and opened our own school building, all from private donations. We have created a nearly one million dollar endowment to ensure our future. We have made significant progress with our students and we feel it is time to take the next step and apply for accreditation with the Oklahoma State Department of Education for the 2019/20 school year.

Sincerely,



Roger C. Carter
President/Superintendent

San Miguel Tulsa Governance

The *Model of Governance* for San Miguel Tulsa is a corporation directed by the Board of Directors who have all powers and duties for the conduct of the activities of the corporation.

The *Organizational Chart and Governing Board* of San Miguel Tulsa begins with the Board of Directors. The Chairperson of the Board of Directors may be appointed by the members of the Board of Directors at its annual meeting. The Chairperson of the Board of Directors shall preside over all meetings of the Board of Directors and shall have such other powers as the Board of Directors may delegate from time to time.

The Vice Chairperson of the Board of Directors may be appointed by the members of the Board of Directors at its annual meeting. In the absence of the Chairperson or in the event of his or her inability or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice Chairperson shall perform such other duties as from time to time may be assigned to him or her by the Chairperson or by the Board of Directors.

The President Except as otherwise determined by the Board of Directors, the President shall be the Chief Executive Officer of the Corporation and shall, subject to the control of the Board of Directors, have general supervision, direction and control of the business and officers of the Corporation. The President shall be accountable to the Board of Directors, have general supervision, direction, control and the responsibility of the day to day operation of the school corporation.

Chief Financial Officer will keep and maintain or cause to be kept and maintained, adequate and correct books and records or accounts of the properties and business transactions of the corporation.

Secretary. The secretary shall keep or cause to be kept, at the principal office of the corporation a book of minutes of all meetings and actions of the Board of Directors.

Committees of Board of Directors. The Board of Directors may designate one or more committees to serve at the discretion of the Board of Directors.

Powers and Duties of the Board. All corporate powers shall be exercised by the direction of its Board of Directors. A more complete list of powers is listed in the By-Laws of San Miguel Tulsa.

Decision making process of the Board is decided by a majority vote concerning amendments to the corporation or by-laws or removal of members of the board. A $\frac{3}{4}$ vote approves expenditures, purchases, loans, mortgages, or grants of security in excess of \$50,000 or over the budget approved by the Board of Directors

Qualifications/Size/Term of the Board of Directors. The incumbent Bishop of the Catholic Diocese of Tulsa shall have final approval of all nominations to the Board of Directors prior to official appointment. The number of members will consist of at least nine members. Members shall be appointed for their ability to participate effectively in fulfilling the responsibilities of the board of Directors. There are no limits on the number of consecutive terms served by a Board Member. The Chairperson and each member shall serve until he or she is removed, resigns, or otherwise ceases to qualify as a chairperson or member.

Appointments/Replacements. All new members of the Board of Directors must be nominated and approved by a majority vote of the current Board of Directors.

External Organization. San Miguel Tulsa strives to create a strong working relationship with the Lasallian Christian Brothers, the Diocese of Tulsa and local public and private schools for its graduates.

Advisory Boards. The Board of Directors may designate one or more advisory boards to serve at the pleasure of the Board of Directors. Advisory Boards shall have such authority as is given them in the authorizing resolution.

Foundational Commitments. No amount of a donation is required to serve on the Board of Directors, and no compensation is given to a Board of Director member. However, the expectation of a member is to help cultivate donors.

By-Laws. The complete list of By-Laws is available upon request.

Articles of Incorporation. The Not for Profit Certificate and Articles of Incorporation was filed 8/19/2003 Oklahoma Secretary of State #2112014745.

San Miguel Tulsa Operations

Start Up Plan – As mentioned earlier, we have been a school since 2004 so this topic is not applicable.

Operating Agreement – San Miguel Tulsa has a working agreement with the Catholic Diocese of Tulsa. Although San Miguel is not a member school of the diocese it is supported by the Bishop and has a working relationship with the entire Catholic community. The diocese leases the land the school is built on to San Miguel Tulsa for \$1 per year. It is a 99 year lease signed in 2012. The Lasallian Christian Brothers Order also supplies volunteers when possible and provides a unity with other Lasallian schools worldwide. We also have an agreement with Tulsa Public Schools who provides Title funds we qualify for such as tutoring and professional development.

Timelines and Tasks. Our school opened in 2004 and our first task was to build our own building to meet our student needs. A new building was built and opened in 2012.

Parental Involvement – Parents are involved in our school on a daily basis. Many of our parents cannot afford the very inexpensive \$100 per month tuition. As a result, parents work off the tuition by cleaning the school, mowing the lawn, painting, trimming trees and other maintenance work as needed. We also have 100% parent meetings quarterly. Since many of our parents do not speak English, we have a close knit communication with our staff members and teachers who are bilingual. All of our communication that goes out to our families is written in English and Spanish. Surveys to our parents on different topics are also sent to parents to seek their input. Parents also play a major role in putting the word out about our school and enhancing our admission process.

Staff Development – We have a minimum of 5 days of staff development built in to our calendar. We have professional teaching coaches share ideas with our faculty and staff on several occasions. A main focus for our teachers is “Love and Logic” an outstanding program to help teaching at risk students. We also attend workshops as needed with an emphasis on language learners. The Lasallian Brothers also offer a workshop out of state each year to help our teachers understand and incorporate the Lasallian ideas to our school.

Students Information System – Teacherease is our current system. We are able to provide grade information to our parents through this method and documents and record discipline issues and academic achievement for all student records to share with our students future schools.

School Year Calendar – San Miguel has an extended school calendar. Our hours are 7:30 to 4:00 each day with the exception of Wednesday which starts 45 minutes later to allow for weekly teacher meetings. Our year begins the first week of August and extends through the end of May with traditional holiday breaks. We also offer a two week reading clinic the first 2 weeks in June for students in need of remedial work. Our total number of days taught this school year will be 189.

Class Schedule - San Miguel has daily classes in math (90 minutes), Language Arts (90 minutes), Social Studies (45 minutes), Science (45 minutes), Theology (45 minutes), Physical Education (45 minutes) and Reading (45 minutes). We also have morning meetings each day with the students and advisory time to help with homework (45 minutes).

Special Education – Title 1 provides tutors for reading and math to our students who demonstrate a need. We do not have a designated special education program.

Transportation – No to and from school transportation is provided. School field trips transportation is provided by local Catholic high schools or on occasion a bus is rented.

Child Nutrition – Lunch is contracted through (Gourmet on the Go) a local catering group that specializes in schools lunch program. Students eat free 3 days a week and must provide their own lunch 2 days a week.

San Miguel Tulsa Personnel

Hiring Policies and Procedures/Recruitment/Contracts - A faculty/staff handbook is provided to each employee annually. The handbook covers all information needed. The teacher contract shall be an agreement entered into by and between the educator and the San Miguel School of Tulsa. The president shall be responsible for hiring all employees and staff members. Recruitment for employment is listed on San Miguel website and with universities and other educational venues. A prospective teacher will send resume to principal and or president. Qualifications are considered without regard to race, color, religion, gender, national origin, age, or disability protected by law. The terms of contract are from July 1 to June 30th and are offered on annual basis. Each teacher is responsible for ensuring that his/her qualifications are current, adequate and fulfill Oklahoma teaching requirements and that documentation of these qualifications is available for the personnel files. Background checks and Virtus (Catholic Diocesan training on protecting children) is required along with W-4 and I-9 documents.

Job Descriptions- Job descriptions are provided to each person employed at San Miguel Tulsa. The descriptions are in the Faculty/Staff handbook.

Roles and Responsibilities – All are listed in the job descriptions in the Faculty/Staff handbook. However, a few highlighted roles are President who is Chief Executive Officer (Superintendent) who is responsible for all factions of the school. The Principal who is responsible for the smooth daily operation of the school. School Secretary who is the liaison for parents and teachers and students, this role must be bilingual. Advancement Director who focuses on raising funds for the school. Graduate Assistance Director who works with the students in getting them in to a high school and following up with the students in efforts to make them successful. Most important is the teacher who is responsible for the human and Christian development of the students entrusted to his/her care through both the delivery of the instructional program and the modeling of appropriate skills, attitudes and behaviors.

Additional Duties - San Miguel is a small school and all pitch in where needed to help the school succeed. Contracts always add all are expected to be open to being used where needed.

Staff Evaluations – Teacher evaluations are made by the principal each semester and shared with the teacher. Staff is evaluated annually by the president.

Library Plan – San Miguel Tulsa does have a small library on campus but a working agreement with the Tulsa County-City Library provides our school with use of a branch during the school day. The Kendall Whittier library is 100 yards from our school and offers easy access.

Counseling Services – Title 1 through Tulsa Public Schools offers San Miguel Tulsa a part time certified counselor. San Miguel Tulsa also has a partnership through True Blue Neighbors (University of Tulsa program) that provides free family counseling. Our Catholic school high schools also provide counseling for our students when needed.

Special Education Services – Title 1 tutors and counselors and classroom accommodations are the extent of our services at school. Several community organizations allow us to refer students on an as needed basis.

Volunteers – San Miguel Tulsa has volunteers provided by the AARP (Retirement group) and also has individual volunteers who help as reading tutors and math tutors. All volunteers must go through the same screening process as Faculty/Staff.

San Miguel Tulsa Finance

Budget – The budget is made every spring with input from administrators and staff. It is finalized with the Board of Directors approval. Our current budget is \$902,300.00.

Financial Firm/Treasurer – Orneals & Morris is our financial firm. They are located at 5840 S. Memorial Drive in Tulsa, Oklahoma. Our treasurer is the Vice Chair of the Board of Directors.

Fiduciary Responsibilities - The Board of Directors have the fiduciary responsibility of San Miguel Tulsa.

Insurance – San Miguel Tulsa is fully insured by Arthur J. Gallagher & Co. for over \$1.2 million building and \$100,000 content. We also have student insurance in the comprehensive plan.

Accounting Practice – Our accounting practice is General Accepted Accounting Principle (GAAP) and supervised by our accountant who is a CPA.

OCAS – We do not use the Oklahoma Cost Accounting System.

Fundraising – Fundraising is the life line of our school. Tuition provides only 4% of our budget. Special events supply 44%, grants and foundations 21%, annual appeal provides 17% and corporate and individual gifts supplies 13%.

Tax ID – San Miguel Tulsa obtained a tax ID on March 8, 2005. The number is FEI 83-0368948.

San Miguel Tulsa Curriculum

Course Offerings

All students take these classes daily:

Mathematics 90 minutes

Language Arts 90 minutes

Social Studies 45 minutes

Science 45 minutes

Theology 45 minutes

Physical Education 45 minutes

Book Club (Reading) 45 minutes

Textbooks and virtual programs

6 Science	Interactive Science, Earth Science	Pearson	2013
7 Science	Interactive Science, Life Science	Pearson	2013
8 Science	Interactive Science, Physical Science	Pearson	2013
6 Social Studies	World Culture and Geography of Western Hemisphere	National Geographic	2013
7 Social Studies	World Culture and Geography of	National Geographic	2013
8 Social Studies	American History	Pearson	2018
6 Math	Holt Middle School Math	Holt Rinehart	2004
6/7 Math	IXL	IXL Learning	2016
7 Math	Holt Middle School Math	Holt Rinehart	2004
7 Math	Simple Solutions B	Bright Ideas	2008
8 Math	Simple Solutions Pre-Algebra	Bright Ideas	2008
8 Math	Simple Solutions Algebra	Bright Ideas	2008
7/8 Math	IXL	IXL Learning	2016
6 Language Arts	SRA 3a Student Record Book	McGraw Hill	2006
6/7 Language Arts	IXL	IXL Learning	2016
7 Language Arts	Junior Great Books Series 7	Jr. Great Books	1992
7 Language Arts Grammar	Volume A	Pearson	2009
8 Language Arts	Greatbooks Roundtable Level 3	Greatbooks	2010
8 Language Arts Grammar	Understanding/Using English Grammar	Pearson	2009
6 Theology	We believe we are God's People	Sadler	2011
7 Theology	We Live Our Faith As Disciples of Jesus	Sadler	2007
8 Theology	We Live Our Faith As Mem of Church	Sadler	2007

Teaching Methods

Direct instruction with small class sizes (1:12 average teacher to student ratio)

Scaffolding for English Learners

Spiral Review and interleaving

Technology assisted instruction using Google for Education platform (Google Drive, Docs, Classroom)

Grade Level Competencies

San Miguel is in line with Oklahoma State Department of Education ELA standards.

San Miguel grading scale is A 90-100 B 89 – 80 C 79-70 D 69-65 F 64 – 0.

Benchmark/Assessment

All student are assessed using the TerraNova Survey 3rd Edition CTB McGraw Hill publishers.

Schedule: Incoming 6th graders assessed in August to establish baseline.

All students assessed annually in May to track longitudinal growth.

All students identified as English Learners complete ACCESS testing annually in the spring.

Lexile levels for all students are tracked.

-Online grading program Teacherease by Common Goal Systems used to record all grading data.

-Students and parents have online access to Teacherease to assist in monitoring grades.

-Hard copy grade reports are sent home weekly to inform parents of progress.

-100% parent attendance at quarterly parent-teacher conferences (Learning Team Meetings).

-Individual classroom teachers utilize both formative and summative assessments to track student progress.

Extracurricular Activities

-After school intramural soccer

-After school music and art class offered based on teacher availability

-Student Council

-Student Outreach group which raises money for our sister school in Africa

-Bizkids competition

San Miguel Tulsa Students

Admission policies – Students applying to San Miguel must qualify for the federal free and reduced lunch program to assure the mission of our school to help the disadvantaged students. Student behavior must be conducive to learning. There is no religious requirement. Prospective students are recruited by word of mouth, referrals from other schools, notices in church bulletins and Spanish newsletters and local Spanish radio.

Enrollment procedures – An Application/Admissions Information is given to prospective parents. The procedures take the parents step by step to what is needed for admission. It involves Application form, Teacher recommendations, Transcript release, IEP Special Needs/Accommodations, Proof of Income, Birth Certificate, Sacramental Records (optional), Shot record and a home language survey.

Timelines – Applications for the next year actually begin September 1st and continue throughout the school year. Each class is limited to 24 students with preferably 12 boys and 12 girls.

Geographic Boundaries – Tulsa Public Schools district makes up the majority of our students. We do have a few students on occasion from neighboring districts.

Target Student Population – San Miguel Tulsa is dedicated to helping children from challenging environments. Our goal has always been and continues to be to lift students out of poverty by means of education.

Interview/Tuition/Fees – After the application process is complete an interview with parents and student is required. Tuition is \$100 a month. However, we are non-tuition driven and no student is ever removed for failure to pay. Parents are given the opportunity to work off tuition by doing maintenance/custodial work at school. No fees are required.

Uniforms – Uniforms are required. The uniform is a very simple khaki pants and polo shirt. The students are given a San Miguel fleece. Tennis shoes and any closed heel shoes are allowed. No skirts for girls.

Class size – Class size is no more than 12 per class with the exception of P.E. which may have 24. Each grade is limited to 24 students preferably 12 boys and 12 girls. Except for P.E., classes are divided by gender.

Behavior & Discipline Procedures – The student handbook lists behavior expectations. Students who make choices that prevent themselves or those around them from learning, or prevent the teacher from teaching will be asked to examine their behavior. If a student fails to correct his or her behavior the student will be referred to the school administrator on duty. The student will work with the administrator on a plan to solve the behavior problem. Behavior plans will be shared with parents. Parents will be notified when a student has received repeated referrals. In-house suspension, suspensions from school and at last resort expulsion is possible. Parents have the right of grievance with any discipline measures.

San Miguel Tulsa Mission Statement

The mission statement of San Miguel Tulsa is to empower educationally and economically disadvantaged children, regardless of their religious beliefs, ethnicity, or gender, to achieve academic and personal success through a non-tuition driven, Lasallian education.

The statement of purpose of San Miguel Tulsa is to provide an alternative, faith based education, rooted in the tradition of the Lasallian Christian Brothers, to middle school children (grades sixth, seventh, and eighth) from economically and educationally poor families.

The vision statement of San Miguel Tulsa is to strive to break the cycle of poverty in San Miguel families by providing a holistic education that empowers and energizes every graduate to complete high school and pursue the further education/training needed to become an independent and productive member of the community.

The philosophy of education of San Miguel Tulsa is rooted in the Lasallian principle of “touching the hearts and minds of the students.” San Miguel believes that each student is capable of learning and excelling in school and in life regardless of home influences, socioeconomic status, ethnicity, or background. With this belief at the forefront of our educational philosophy, we expect all students to strive for academic and personal success.

The statement of faith for San Miguel Tulsa is described as a Catholic, Lasallian School focused on Five Core Principles: 1. Concern for the poor and social justice. 2. Quality education 3. Faith in the presence of God. 4. Respect for all persons. 5. Inclusive community.

Community support for San Miguel Tulsa is creating a partnering program of giving not only in the city of Tulsa but also nationwide. San Miguel Tulsa recognizes that parents are always the primary educators of their children and seek to affirm this in all of our school policies. San Miguel Tulsa realizes 100% participation in Learning Team Meetings. These meetings involve students, parents, all appropriate teachers and administrators. They meet once each quarter to review the student progress. Our local community of Kendall Whittier in Tulsa also has many activities that San Miguel Tulsa participates in ranging from parades to health awareness.

San Miguel Tulsa Facilities

Leasing/Owning -San Miguel leases the land the school building is built on from the Diocese of Tulsa. The school signed a 99 year lease at the rate of \$1.00 per year March 2, 2012.

Location/Address - San Miguel is located at 2444 E. Admiral Blvd. Tulsa, Oklahoma 74110

Building Description - Originally we met in the basement of a nearby church when the school was founded in 2004. A new building was constructed by San Miguel supporters in 2012. The school building is one story 7800 sq. feet. Two adjacent buildings are remodeled homes that act as a commons area and administration building. These buildings are approximately 2400 sq. feet.

Library /Computer Lab - A small library does exist in the administration building but a working agreement with the Tulsa City-County Library allows San Miguel students to use the Kendall Whittier library which is only 100 yards away from the school. Our school has Chromebooks for our students to use at school.

Number of Classrooms - Our new building has 8 classrooms. A principal's office, two rooms for tutors and a counselor's office. A teacher's lounge/workroom is also in the new building.

Utilities - The utilities are electric supplied by Public Service of Oklahoma, gas supplied by Oklahoma Natural Gas and water supplied by the City of Tulsa.