

**VIRTUAL PREPARATORY ACADEMY OF OKLAHOMA INC**

**BOARD MEETING  
OPSRC, 309 NW 13<sup>th</sup> Street, Suite 103  
Oklahoma City, OK 73103**

**AGENDA**

**Monday, February 13, 2023 @ 4:00 p.m.**

1. Call to order, roll call, and introductions @ 4:01 p.m.
  - Board members in attendance – Keili McEwan, Erin Starkey, Josh Williams, Robert Ruiz. Board members not present: Tom Newell
  - Guests in person - Bill Hickman, Dr. Wilkerson, Lynn Black, Brandon Krueger, Stephen Narcisse, Alison Branch
  - Special Guest: Megan Sandoval – Introduced herself to the board, transitioning into the position. She is a certified teacher and principal and has virtual education experience. Mr. Black gave additional comments.
  - Introductions: Erin Starkey – Education Professional; Robert Ruiz – Community Development; Joshua Williams – Technology Consultant, helped launch Oklahoma Connections Academy; Bill Hickman – Education Attorney; Keili McEwan – Vice President of Government Affairs at TFCU, previously with the Department of Human Services; Dr. Wilkerson – Statewide Virtual Charter School Board

**Discussion & Update Items**

2. Discussion and update concerning office space.
  - The lease with OPSRC is still being finalized. Board will take over the lease from Accel on July 1 at the beginning of the fiscal year. Address needed for school site and to move forward on establishing the school.
3. Discussion and update regarding marketing and enrollment procedure and process.
  - Brandon Krueger gave the presentation. Mr. Ruiz suggested having a Spanish-language component to the marketing campaign. There was a question from Ms. Starkey on the search algorithm for keyword search. The goal is for 300-500 students for initial enrollment. Suggestions about geo-targeting areas where virtual education may be needed.
4. Discussion and update regarding Head of School status.
  - The target for the head of school will be March or April. The position will be posted. Explained screening and interview process.

**Action Items**

5. Discussion and possible action to approve the minutes of the December 5, 2022, Special Board Meeting.
  - Motion to approve the minutes called by Erin Starkey, 2nd by Robert Ruiz, passed unanimously by roll-call vote.
  
6. Discussion and possible action to contract with School Treasurer.
  - Discussion with board about the requirement to contract this position. School Treasurer is needed in place prior to Encumbrance Clerk. The role is to submit reports to the state, while encumbrance enters transactions into the state system. Discussion of the need to identify one or two board members to be designated for the selection process. Motion to designate Kelli McEwan to work with Accel on identifying a school treasurer, moved by Joshua Williams, and seconded by Erin Starkey, passed unanimously by roll-call vote.
  
7. Discussion and possible action to contract with School Encumbrance Clerk.
  - Motion to designate Kelli McEwan to work with Accel on identifying a school encumbrance clerk, moved by Erin Starkey, and seconded by Robert Ruiz, passed unanimously by roll-call vote.
  
8. Discussion and possible action to approve banking resolution.
  - A reminder of board offices with Tom Newall as President, Kelli McEwan as Finance Director, and Robert Ruiz as Secretary. Motion to create a resolution for the establishment of a bank account naming Tom Newall as President, Kelli McEwan as Finance Director, and Robert Ruiz as Secretary. Moved by Erin Starkey, seconded by Joshua Williams. Approved unanimously by roll call vote.
  
9. Discussion and possible action to approve Attendance policy.
  - The motion to accept the Attendance Policy as presented was moved by Kelli McEwan and seconded by Erin Starkey. Approved unanimously by roll call vote.
  
10. Discussion and possible action to approve Bullying policy.
  - Discussed future presentations with tech team members to review security and monitoring systems to keep students safe and healthy. Motion to approve the Bullying Policy as presented, moved by Joshua Williams, seconded by Erin Starkey, and approved unanimously by roll-call vote.

11. Discussion and possible action to approve Discipline policy.
  - Motion to approve the Discipline Policy as presented, moved by Erin Starkey, seconded by Keili Williams, and approved by unanimous roll-call vote.
12. Discussion and possible action to approve Open Transfer policy.
  - Motion to approve the Open Transfer Policy as presented, moved by Robert Ruiz, seconded by Keili, and approved by roll-call vote, Erin Starkey not present, a unanimous vote by remaining board members.
13. Board Member Comments
  - Commendation of the work by the Accel team.

14. Public Comments

All meetings of the Board of Education shall be open to the public, and any regular meeting shall include an opportunity for the public to address the Board. Presentations under “Public Comments” are limited to three (3) minutes. Where several people wish to address the same subject, a spokesperson must be selected. The Board Chairman may interrupt and terminate any presentation that is not in accordance with any of these criteria. Board members may not respond to speakers’ comments. Matters that are subject to any legal action or investigation are not proper topics of public comment and are not authorized.

- Public comment by Dr. Wilkerson, expressing the importance of having, as a board, our own treasurer and encumbrance clerk as a check and balance. Importance of bank account. Expressed enjoyment of working with the board over the last four months. The next six months will be key and critical. Continues to call this relationship a partnership.
- Public comment by Lynn Black to share his recognition of the soundness of this board, of good people here for all of the right reasons. Happy to hand off the process to Megan to continue the preparation to launch the school. Final comment, this will be his last virtual school launch he will oversee. Getting ready to start on a brick-and-mortar in his home state. He retired last October.

15. Adjournment

- Moved by Erin Starkey, seconded by Joshua Williams, and unanimously approved by roll-call vote.