

VIRTUAL PREPARATORY ACADEMY OF OKLAHOMA INC

BOARD MEETING
OPSRC, 309 NW 13th Street, Suite 103
Oklahoma City, OK 73103

MINUTES

Monday, April 3, 2023 @ 4:00 p.m.

1. Call to order, roll call, and introductions
Meeting called to order at 4:02 pm
Board Members:
Tom Newell – President - Present
Keili McEwen – Finance Director - Present
Robert Ruiz – Secretary - Present
Joshua Williams - Present
Guests:
Alison Branch - Policy
William Hickman - Legal
Brandon Krueger - Marketing
Erin Starkey
Megan Sandoval
Dr. Rebecca Wilkinson

Consent Agenda

The following items concern reports and items of a routine nature normally approved at Board meetings. They will be considered and voted on together as a group with one vote; provided that any Board member may ask that one or more items be considered and voted on separately. The Consent Agenda includes discussion, consideration, and possible action upon the following items:

2. Discussion and possible action to approve the minutes of the March 6, 2023, Regular Board Meeting.
3. Acceptance of resignation of Erin Starkey as Board Member.

Motion to approve the Consent Agenda made by Keili McEwen. Seconded by Josh Williams.

Roll call vote:

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

Discussion & Update Items

4. Discussion and update regarding Head of School hiring.
Megan Sandoval gave an update on the process and status of the Head of School search. There is an offer currently in-place. April 17, 2023 is the target start date. Accel School has the responsibility of hiring the Head of School. Board responsible for oversight and supervision of Accel. The board will have a role in evaluating the Head of School.

5. Discussion and update regarding staffing, enrollment, and marketing update.
Brandon Krueger gave a presentation on the Marketing Update. The school launched and is currently taking leads and applications. The earned media campaign will commence once the Head of School is identified. Discussion around re-enrollment rates by grade level with other schools. Not unusual to have higher enrollment in lower grade levels. Megan gave an update on staffing. Head of School should be hired soon, and then they will be involved in hiring the rest of the leadership team. We will start posting for teachers soon. Grade-level enrollment will inform the number of positions. We will also look for special education teachers. Possibility of contracted services for certain roles. The target date for hiring teachers is mid-May. Discussion around the expectation of principal time with teacher development. Discussion around evaluation of teacher applicants.

6. Discussion and update regarding School Treasurer & Encumbrance Clerk.
Keili McEwen updated board on progress on hiring a School Treasurer. Discussed the candidates, and both would be on a contract basis. Discussed the need to gather more information before making a decision on filling these positions. Josh Williams will work with Keili McEwen on an ad hoc committee to gather additional information.

Purchasing and General Business - The following items will be considered for action by the Board on an individual basis and a roll call vote will be conducted on each item.

7. Discussion and possible action to approve Board Member Code of Ethics Policy Statement.
Presentation by William Hickman on the proposed policy.

Motion to approve the Board Member Code of Ethics Policy Statement as presented made by Robert Ruiz. Seconded by Josh Williams.
Roll call vote:
Tom Newell – Yes
Keili McEwen – Yes
Robert Ruiz – Yes
Joshua Williams – Yes
Motion approved unanimously by roll call vote.

8. Discussion and possible action to approve Board of Directors Governance policy.
Presentation by William Hickman on the proposed policy.

Motion to approve the Board of Directors Governance Policy as presented made by Keili McEwen. Seconded by Joshua Williams.

Roll call vote:

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

9. Discussion and possible action to approve Board of Directors: Roles and Responsibilities policy.
Presentation by William Hickman on the proposed policy.

Motion to approve the Board of Directors: Roles and Responsibilities policy as presented made by Robert Ruiz. Seconded by Josh Williams.

Roll call vote:

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

10. Discussion and possible action to approve Board of Directors: General Duties policy.
Presentation by William Hickman on the proposed policy.

Motion to approve the Board of Directors: General Duties policy as presented made by Joshua Williams. Seconded by Keili McEwen.

Roll call vote:

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

11. Discussion and possible action to approve the Technology and Acceptable Use policy.
Presentation by Alison Branch on the proposed policy.

Motion to approve the Technology and Acceptable Use policy as presented made by Josh Williams. Seconded by Keili McEwen.

Roll call vote:

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

12. Discussion and possible action to approve Truancy policy.
Presentation by William Hickman on the proposed policy.

Motion to approve the Truancy policy as presented made by Keili McEwen. Seconded by Josh Williams.

Roll call vote:

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

13. Discussion and possible action to approve Student Achievement, Grading and Promotion policy.
Presentation by William Hickman on the proposed policy.

Motion to approve the Student Achievement, Grading and Promotion policy as presented made by Robert Ruiz. Seconded by Josh Williams.

Roll call vote:

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

14. Discussion and possible action to contract with School Treasurer.
Tabled until next board meeting.

15. Board Member Comments

Discussion of board vacancy and formation of a governance committee to fill the vacancy. Robert Ruiz volunteered to chair the committee, and Josh Williams volunteered to serve on the committee.

16. 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.

17. Adjournment

Motion to Adjourn made by Keili McEwen. Seconded by Robert Ruiz.

Roll call vote:

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

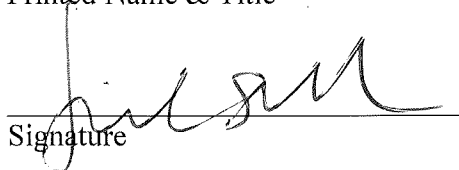
Motion approved unanimously by roll call vote.

These Minutes were approved on May 1, 2023 by the Board of Education of the VPA:

Tom Newell President
Printed Name & Title

 President
Signature

Joshua S. Williams
Printed Name & Title


Signature