

VIRTUAL PREPARATORY ACADEMY OF OKLAHOMA INC

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

MINUTES

Monday, May 1, 2023 @ 4:00 p.m.

1. Call to order, roll call, and introductions.

Meeting called to order at 4:03 pm

Board Members:

Tom Newell – President – Present

Keili McEwen – Finance Director – Present

Robert Ruiz – Secretary – Not Present

Joshua Williams – Vice-President – Present

School Administrators:

Erin Starkey – Head of School

Guests:

Alison Branch – Policy

William Hickman – Legal

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 April 3, 2023, Regular Board Meeting.

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

Roll Call Vote:

Tom Newell – Yes

Keili McEwen – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

Discussion & Update Items

3. Presentation and discussion regarding staffing, enrollment, and school opening.

Megan Sandoval and Erin Starkey gave an update on the startup activities of the school. Erin Starkey was formally introduced as the Head of School. Seven staff positions have been posted, with 108 applicants so far. Applicant pool is considered strong, with well-qualified applicants for the posted openings, including in for special education positions. There are some startup checklist items that remain slightly behind schedule, but it is anticipated that those will be caught up to plan in the next few weeks, and that needed staff will be onboarded by July 1, 2023.

4. Presentation and discussion regarding School information technology.

As a follow-up to questions from previous meetings, Eric Waller, CTO for Accel Schools, provided an update on security and monitoring measures employed by student and staff devices. GoGuardian will be installed a system level on all school-provided student devices, which are Google Chromebooks. This tool provides keyword detection, system-wide, CIPA-compliant content filtering, and a notification and reporting mechanism to VPA staff of detected activity or content warranting intervention. It was also reported that Chromebook lifecycles are determined primarily by two factors: 1. Google's published End-of-Support status for each model/system version, and 2., the physical condition of each device. Accel provides replacement devices as needed, but does not necessarily refresh all devices for the school at once.

5. Presentation and discussion regarding initial School Budget for FY 2023-24.

Stephen Narcisse, Director of Finance for Accel, presented up update on the projected school budget for the FY2023-24 school year. Budget projection is based on current enrollment an student applicant activity, and statewide averages for special education, economically disadvantaged, and other categorical considerations for funding formula weighting are applied. These projections will become more accurate as enrollment increases and the first day of school approaches.

6. Presentation and discussion regarding Board and School insurance coverage for the 2023-24 school year.

Megan Sandoval and Sharon Lam from Accel presented the general scope of an Educational Legal Liability (ELL) insurance policy covering the Board that will need to be approved for purchase by the Board at a future meeting. A separate policy covering the school will be presented at a future meeting as well. Accel committed to providing more details, including coverage specifics, to the Board's legal counsel for review prior either policy being considered for action.

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.

Discussion and possible action to contract with School Treasurer.

Keili McEwen recommended entering into a contract with David Harp to provide services for School Treasurer as part of her research on the options presented previously. Joshua Williams added comments in support of the recommendation based on some additional references checked.

Motion to enter into contract with David Harp made by Keili McEwen. Seconded by Joshua Williams.

Roll Call Vote:

Tom Newell – Yes

Keili McEwen – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

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8. Discussion and possible action regarding Prospective Board Member Application.

VPA Board Counsel Williams Hickman presented the proposed Prospective Board Member application.

Motion to adopt the Prospective Board Member application made by Keili McEwen. Seconded by Joshua Williams. Roll Call Vote:

Tom Newell – Yes

Keili McEwen – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

9. Discussion and possible action regarding School calendar

Megan Sandoval presented the proposed school calendar, and explained its structure and considerations.

Motion to adopt the proposed school calendar made by Joshua Williams. Seconded by Keili McEwen.

Roll Call Vote:

Tom Newell – Yes

Keili McEwen – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

10. Discussion and possible action to acknowledge and accept Staff Handbook for the 2023-24 school year.

No action was taken by the Board.

11. Discussion and possible action to approve Non-Discrimination Policy.

Allison Branch presented the proposed Non-Discrimination Policy, noting that key language was adopted from the Oklahoma Charter School Act.

Motion to approve the proposed Non-Discrimination Policy made by Keili McEwen.

Seconded by Joshua Williams.

Roll Call Vote:

Tom Newell – Yes

Keili McEwen – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

12. Discussion and possible action to approve School Information Policy.

Allison Branch presented the proposed School Information Policy, including background on its formulation. Ms. Branch noted that because VPA is a virtual school, its policy is more lengthy than traditional schools.

Motion to adopt the proposed school calendar made by Joshua Williams. Seconded by Keili McEwen.

Roll Call Vote:

Tom Newell – Yes

Keili McEwen – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

13. Discussion and possible action to approve Academic Integrity Policy.

Allison Branch presented the proposed Academic Integrity Policy. Discussion included concerns by Board members about the ability to curtail plagiarism through the use of emerging technology such as ChatGPT. It was clarified that tools such as TurnItIn.com will be made available to teachers to help identify possible instances of plagiarism, and that professional development will be provided to help make effective use of those tools.

*Motion to adopt the proposed Academic Integrity Policy made by Joshua Williams.
Seconded by Keili McEwen.*

Roll Call Vote:

Tom Newell – Yes

Keili McEwen – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

14. Discussion and possible action to approve Child Find Policy.

Allison Branch presented the proposed Child Find Policy. Ms. McEwen asked for and received assurance from administrative staff that parents will be involved throughout the process of identifying and evaluating students in need of special education services.

Motion to approve the proposed Child Find Policy made by Keili McEwen.

Seconded by Joshua Williams.

Roll Call Vote:

Tom Newell – Yes

Keili McEwen – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

15. Discussion and possible action to approve Social Emotional Learning Policy.

Allison Branch presented the proposed Social Emotional Learning Policy, explaining that this policy is about ensuring that all students are healthy mentally and emotionally, as well as physically.

Motion to approve the proposed Child Find Policy made by Keili McEwen.

Seconded by Joshua Williams.

Roll Call Vote:

Tom Newell – Yes

Keili McEwen – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

Executive Session:

16. Discussion and possible action to convene into executive session pursuant to 25 O.S. §307(B)(1) to discuss the evaluation requirements for the Education Management Organization for the 2023-24 school year.

- a. Vote to convene into executive session;
- b. Vote to acknowledge the Board's return to open session;
- c. Statement of the Executive Session minutes; and
- d. Consideration and possible action(s) on matters discussed in executive session.

The Board did not enter into executive session, and no action was taken.

17. Board Member Comments

18. Public Comments

Virtual Preparatory Academy of Oklahoma Inc
May 1, 2023

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.

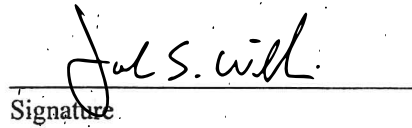
19. Adjournment

These Minutes were approved on June 5, 2023 by the Board of Education of the VPA:

Tom Newell, President
Printed Name & Title


Signature

Joshua S. Williams, Vice-President
Printed Name & Title


Signature