

VIRTUAL PREPARATORY ACADEMY OF OKLAHOMA INC

BOARD MEETING

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

AGENDA

Monday, August 7, 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 – Absent

Robert Ruiz – Secretary – Present

Joshua Williams – Vice-President – Present

Guests:

Erin Starkey – Head of School

Blair Harrison – Minutes Clerk

David Harp – Board Treasurer

William Hickman – Legal

Danielle Shaw

Brad Talley

Stephen Narcisse - ACCEL

Megan Sandoval - ACCEL

Matt Ball

Rebecca Wilkinson – Statewide Virtual School Charter Board

Skyler Lusnia - Statewide Virtual School Charter Board

Kevin Buller

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. Minutes of July 10, 2023, Regular Board Meeting.
3. Updated school calendar for SY-23-24

Motion to approve the Consent Agenda made by RR. Seconded by JW.

Roll call vote:

Tom Newell – Yes

Robert Ruiz – Yes

*Joshua Williams – Yes
Motion approved unanimously by roll call vote.*

Discussion & Update Items

4. Head of School Update: (1) staffing; (2) enrollment; (3) school opening and (4) OTC exemption approval.

Head of School, Erin Starkey gave a presentation on the status of VPA. Marketing update on current campaigns that are running across the state on television and radio. Erin shared her television spot with Fox Ch. 25 in Oklahoma City.

64 students fully enrolled

K – 17

1st – 3

2nd – 2

3rd – 6

4th – 8

5th – 12

6th – 7

7th – 6

8th - 3

15 waiting on verification

184 open applications

2805 Leads

There is currently no historical data to view for VprepOK to compare current enrollment and leads to. Expecting enrollment to increase during August and September. Robert Ruiz shared success with assigning families to specific teachers to address a cultural concern. Megan Sandoval, ACCEL, was able to share a current data breakdown on enrollment expectations. VprepOK current “Lead to Act” percentage is at 7%, “App to Enrollment percentage is 35%.”

VprepOK has received approval from the Oklahoma Tax Commission.

5. Discussion regarding Board of Education training plan.

Erin Starkey informed the board they should all have access to OPSRC board training courses. VprepOK Admin can assign specific courses to the board. The board will view the available courses. It was suggested that at the September meeting a decision be made on what training the board will attend and how to meet the 12-hour requirement. William Hickman, offered to host a virtual lunch and learn to receive some of the credit. If board members do not engage in school business, then they may participate with 3 or more present. Joshua Williams stated that participating in asynchronous training would be most efficient and cost effective. The Board stated they would prefer the asynchronous training through OPSRC, assigned by VprepOK administration, with a proposed deadline of December 1, 2023.

6. Presentation of Professional Development Plan

Head of School, Erin Starkey, shared 2023-2024 Professional Development plan. Principal Brad Talley discussed the need for synchronous opportunities for certain state required trainings.

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 fee agreement with Hickman Law Group
*Presentation by Legal William Hickman to approve fee agreement with Hickman Law Group.
Correction of amount to \$2,250.00 per month.*

Motion to approve the contract with Hickman Law Group, with correction to be \$2250.00 per month, made by Robert Ruiz. Seconded by Joshua Williams.

Roll call vote:

Tom Newell – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

8. Discussion and possible action to approve school safety plan.

Presentation by Head of School, Erin Starkey to approve school safety plan.

Motion to approve the school safety plan made by Robert Ruiz. Seconded by Joshua Williams.

Roll call vote:

Tom Newell – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

9. Discussion and possible action to approve the following financial policies:

- a. VPA Internal Controls
- b. VPA Procurement and Purchases
- c. VPA Treasury Policy & Procedures
- d. VPA Investment of District Funds

*Presentation by Legal William Hickman to approve financial policies: a, b, c*as amended, d.*

**C. VPA Treasury Policy and Procedures, as amended. Correction of K12 Shared Services to Ops Manager. Correction of Wengage to Sylogst.*

Motion to approve the financial policies, as amended, made by Joshua Williams. Seconded by Robert Ruiz.

Roll call vote:

Tom Newell – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

10. Discussion and possible action to approve the VPA Open Records Policy
Presentation by Legal, William Hickman to approve VPA Open Records Policy.

Motion to approve the VPA Open Records Policy made by Robert Ruiz. Seconded by Joshua Williams.

Roll call vote:

Tom Newell – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

11. Discussion and possible action to acknowledge the staff handbook.
Presentation by Head of School, Erin Starkey to approve staff handbook.

Motion to acknowledge the staff handbook as approved by ACCEL made by Robert Ruiz.

Seconded by Joshua Williams.

Roll call vote:

Tom Newell – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

12. Board Member Comments

Member Williams – acknowledged that a lot of people have done a lot of work to be able to start school next week. Acknowledged his gratefulness to those who have professionally invested in VprepOK to support our students.

Member Ruiz thanked the staff for their work. Would like to serve as a resource on serving Hispanic families and communities for our school.

13. Public Comments

Megan Sandoval echoed the board members' work, specifically Erin Starkey's time and dedication. Gave thanks to all of those who have worked incredibly hard to open this school. Stephen Narcisse seconded this.

Erin acknowledged that she and the admin team are excited for all staff to meet in-person this week and attend professional development.

Becky Wilkinson acknowledged David Harp as treasurer. Acknowledged our meeting last week with Erin Starkey and admin team. Shared that VprepOK has potential for Brick and Mortar, or hybrid education. Dr. Wilkinson shared that the August 14, Oklahoma Statewide Virtual Charter School Board meeting has been cancelled. Administrators and VprepOK Board are invited to attend the September 11, 2023, meeting.

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.

14. Adjournment

Motion to adjourn made by Robert Ruiz. Seconded by Joshua Williams. Roll call vote:

Tom Newell – Yes

Robert Ruiz – Yes

Joshua Williams –

Yes

Motion approved unanimously by roll call vote.

Meeting adjourned at 4:59 PM.

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

Virtual Preparatory Academy of Oklahoma Inc
July 10, 2023

Tom Nawell, President
Printed Name & Title


Signature

Robert M. Ruiz, Secretary
Printed Name & Title


Signature