

**VIRTUAL PREPARATORY ACADEMY OF OKLAHOMA INC**

**BOARD MEETING**

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

**AGENDA**

**Monday, September 11<sup>th</sup> @ 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 – Absent*

*Robert Ruiz – Secretary – Present*

*Joshua Williams – Vice-President – Present*

*Guests:*

*Erin Starkey – Head of School*

*Blaire Harrison – Minutes Clerk*

*Brad Talley - Principal*

*David Harp – Board Treasurer*

*Megan Sandoval – ACCEL*

*Stephen Narcisse – ACCEL*

*Brandon Hull – ACCEL*

*Felicia Bermudez*

*Nicole Gardner*

*Mary Riley*

*Callie Christensen*

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*Kendra Webb*

*Terri Simonds*

*Jill Johnson*

*Mackenzie Butler*

**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 from August 2023, Regular Board Meeting.

*Motion to approve the Consent Agenda made by Joshua Williams. Seconded by Robert Ruiz.*

*Roll call to vote:*

*Tom Newell: Yes*

*Robert Ruiz: Yes*

*Joshua Williams: Yes*

*Motion approved unanimously by roll call vote.*

**Discussion & Update Items**

3. Head of School Update: staffing and enrollment.  
*Head of School, Erin Starkey*
  - *Introduction of teaching staff*
  - *Announced our school mascot: VPrepOK Voyagers*
  - *Enrollment update*
    - 132 total enrollments*
    - K - 24*
    - 1 - 5*
    - 2 - 10*
    - 3 - 11*
    - 4 - 15*
    - 5 - 16*
    - 6 - 14*
    - 7 - 20*
    - 8 - 17*

*From Megan Sandoval, ACCEL SCHOOLS, update from week of 9/05/2023. The marketing and enrollment team is working to get students enrolled before the student count date on October 1.*

*262 leads*

*Thirty-six applications*

*Fifteen new enrollments last week*

*Forty-five percent on applications to full enrollment*

*Marketing update: Current campaigns run on social media, radio, television. Brad Talley, Principal and Erin Starkey will have access to social media pages.*

**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.

4. Discussion and possible action to approve financial software program- municipal accounting systems.  
*Presentation by David Harp, Board Treasurer, to approve financial software program- municipal accounting systems. Total contract price \$3,755.00, plus an additional \$1,100 for initial setup.*

*Motion to approve the Consent Agenda made by Robert Ruiz. Seconded by Joshua Williams.*

*Roll call to vote:*

*Tom Newell: Yes*

*Robert Ruiz: Yes*

*Joshua Williams: Yes*

*Motion approved unanimously by roll call vote.*

5. Presentation of financial statements  
*Presentation of financial statements by David Harp, Board Treasurer for \$30,456.51. No outstanding warrants or checks currently. Discussion of needing to purchase pre-printed checks through MAS and data-conversion. Once the MAS software is in place, we will be financially operational.*

*No action needs to be taken.*

6. Discussion and possible action to approve financial report as of 8/31/23.

*Motion to approve the Consent Agenda made by Joshua Williams. Seconded by Robert Ruiz.*

*Roll call to vote:*

*Tom Newell: Yes*

*Robert Ruiz: Yes*

*Joshua Williams: Yes*

*Motion approved unanimously by roll call vote.*

7. Discussion and possible action to approve 2024 encumbrances.

*David Harp, Board Treasurer, presentation, and discussion on 2024 encumbrances. Once MAS is in place, we will have encumbrances needing approval in October 2023. Will need to develop a plan to cover payments until cashflow has increased.*

*The ACCEL financial team is monitoring payroll and reimbursement activity.*

*No action needs to be taken.*

8. Consideration and possible action regarding the Parental Bill of Rights

*Presentation by William Hickman, Legal, of Parental Bill of Rights Policy. Section c.4. addresses the need of "Pronoun Policy" from order of Oklahoma State Board of Education.*

*Section c definitions are missing the understanding of the word, "direct" as stated in section b.1.*

*William Hickman, Legal, stated that from a legal perspective it depends on the specific situation.*

*Questioning around the word "direct" and how it may unnecessarily open our school up to any potential challenges or litigation. As council for the board, William Hickman, clarified that the word "direct" is verbatim from state statute, and we do not have the ability to change the language.*

*Consideration of an amendment to this statute requesting clarification from the Oklahoma State Department of Education but may still be specific to individual situations. Determined that Parents Bill of Rights is to allow parents to decide on school choice, it does not state that a school, once selected, must follow a parent's request of a certain idea. (ex. Curriculum).*

*Having this legal policy in place helps the school to cover different rules being asked of schools in the State of Oklahoma. The board's legal opinion is that the statute directs the school to implement a policy for transparency.*

*The board requested links to the action of the board and state statutes listed in policy. However, the order requires the school to submit it by October 1, which is before our next board meeting. The Board may vote to approve this policy, then return to making amendments to policy in the future.*

*Motion to approve the Consent Agenda made by Robert Ruiz. Seconded by Joshua Williams.*

*Roll call to vote:*

*Tom Newell: Yes*

*Robert Ruiz: Yes*

*Joshua Williams: Yes*

*Motion approved unanimously by roll call vote.*

9. Consideration and possible action regarding the Tribal Regalia Policy

*Presentation by Bill Hickman, legal, on Tribal Regalia Policy.*

*Motion to approve the Consent Agenda made by Joshua Williams. Seconded by Robert Ruiz.*

*Roll call to vote:*

*Tom Newell: Yes*

*Robert Ruiz: Yes*

*Joshua Williams: Yes*

*Motion approved unanimously by roll call vote.*

10. Board Member Comments

Tom Newell will not be at the October board meeting. Keili M believes she will be here, but the board needs confirmation. RR and JW are planning to be in attendance. It is important for the board to retain a new member. The board will include Matt \_\_\_\_\_ on future board meeting invites. Tom Newell recommended to staff that we are in search of a parent board member. Bill Hickman – an example for the benefit of the board, went over the other SBE order regarding a request of financial types \_\_\_\_\_ (explain) BH does not recommend that our school put a policy into place on this specific order. If Bill brings a policy that is not required by law, it is because there may be confusion around the requirements, and the purpose of the policy is for stakeholder transparency. The board appreciates the knowledge and clarity from the legal representation. The statewide VSB had ES present today and had nothing but wonderful things to say about VPREP accomplishments.

11. 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.

12. Adjournment

Motion to adjourn meeting by Tom Newell. Seconded by Robert Ruiz.

Roll call to vote:

Tom Newell - Yes

Robert Ruiz - Yes

Joshua Williams - Yes

The meeting was adjourned at 5:06 PM.

These Minutes were approved on October 2, 2023 by the Board of Education of the VPA:

Joshua S. Williams Vice President  
Printed Name & Title

[Signature]  
Signature

Robert M. Ruiz, Secretary  
Printed Name & Title

[Signature]  
Signature