

**VIRTUAL PREPARATORY ACADEMY OF OKLAHOMA INC**  
**BOARD MEETING**  
**OPSRC, 309 NW 13<sup>th</sup> Street, Suite 103**  
**Oklahoma City, OK 73103**

**AGENDA**

**Monday, October 2<sup>nd</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 – Absent*  
*Keili McEwen – Finance Director - Present*  
*Robert Ruiz – Secretary – Present*  
*Joshua Williams – Vice President - Present*

*Guests:*

*William Hickman - Legal*  
*Blaire Harrison – Minutes Clerk*  
*Brad Talley – Principal*  
*Megan Sandoval – ACCEL*  
*Stephen Narcisse – ACCEL*  
*Brandon Hull – ACCEL*  
*David Harp – Board Treasurer*  
*Becky Wilkinson – OVCSB Authorizer*

**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:

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2. Minutes from September 2023, Regular Board Meeting.
3. Discussion and possible action regarding edits to the Treasury Policy.
4. Discussion and possible action regarding edits to the Procurement and Purchasing Policy.
5. Discussion and possible action regarding edits to the Open Records Policy.
6. Discussion and possible action regarding edits to the school safety/emergency operations plan.
7. Discussion and possible action regarding edit to the Non-Discrimination Policy and Title IX Policy / Complaint form.
8. Discussion and possible action to approve the Estimate of Needs for the 2023-24 FY.  
*Compilation of finances for previous school. This being our first year, we are required to submit a blank document to the county. David Harp, Board Treasurer, compiled the Estimate of Needs for 2023-2024.*
9. Discussion and possible action to approve FY2024 encumbrances.  
*Concern around lack of coordination with Encumbrance Clerk from OCAS, LLC. It is unclear if OCAS has designated an Encumbrance Clerk for Virtual Preparatory Academy of Oklahoma. Will confirm communication with Erin Starkey. David Harp will reach out Erin Starkey and Jay Jenkins - OCAS, LLC. Will follow-up at November 2023 meeting. This component will be a permanent fixture on future board agendas.*

*Motion to approve the Consent Agenda made by Robert Ruiz. Motion seconded by Keili McEwen.*

*Keili McEwen – Yes*

*Robert Ruiz - Yes*

*Joshua Williams – Yes*

*Motion approved unanimously by roll call vote.*

### **Discussion & Update Items**

10. School update- Brad Talley, Marketing/Enrollment update- Megan Sandoval  
*Brad Talley and Blaire Harrison shared the positive feedback garnered from parents' surveys conducted via Possip. Their data underscored the presence of a robust and favorable school culture among the staff and families. Furthermore, the enrollment statistics for the PowerSchool system indicated 168 enrollments, with a confirmation of 156 enrollees anticipated in accordance with the upcoming OSDE October 1 Consolidated Report. In addressing attendance concerns, the administrative team has diligently devised truancy and engagement plans, which will be expounded upon in greater detail for the board members. Megan and Erin will specifically address inquiries raised by the board pertaining to school updates, with a focus on attendance and live engagement percentages. For marketing and enrollment, the current enrollment numbers stand at 170, with 105 students in K-5 and 65 in the middle school. Notably, there are 28 students in Kindergarten and 8th grade. The current application status is comprised of 4,500 application leads, 476 applications submitted, showcasing an impressive 10-11% conversion rate from lead to application, while the enrollment rate stands at 36%. The marketing initiatives continue, with a persistent Kindergarten promotional push, highlighting the invaluable student success coach, emphasizing tuition-free education, and promoting open enrollment through various channels, including social media, digital display, video ads, and the VPrepOK Facebook Page, where testimonials, highlights, and mental health tips have been incorporated.*

**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.

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11. Discussion and possible action regarding contract with independent auditor.  
*Presentation of contract with independent auditor by William Hickman, Legal. An independent auditor has not been identified. David Harp, Board Treasurer will take the lead on this item. This item will be moved to the November 2023 board meeting.*

*No action needs to be taken.*

12. Discussion and possible action regarding the 2023-2024 SY calendar; adding two additional instructional days.

*Presentation of the 2023-2024 SY calendar amendment by Brad Talley, Principal. There was an error on the currently approved error of 178 instructional days, there should be 180 instructional days.*

*Motion to approve the 2023-2024 SY calendar amendment made by Keili McEwen. Motion seconded by Robert Ruiz.*

*Keili McEwen – Yes*

*Robert Ruiz - Yes*

*Joshua Williams – Yes*

*Motion approved unanimously by roll call vote.*

**13. Board Member Comments**

*Keili McEwen – Board Member email update request. Continuing to advocate for consistent email use. Megan Sandoval stated that ACCEL legal team determined that it's not best practice for the board to have VPrepOK.org domain emails. Joshua asked if the board legal domain could be registered to Hickman Law Firm. The board would like to register email addresses to solve continuity of communication issues. Joshua Williams and Keili McEwen will take the lead on this topic.*

*Joshua Williams thanked the school staff and ACCEL team for their work to get numbers up by October 1.*

**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.

**15. Adjournment**

*Motion to adjourn meeting by Robert Ruiz. Seconded by Keili McEwen. Keili McEwen – Yes  
Robert Ruiz – Yes Joshua Williams  
– Yes*

*The meeting was adjourned at 5:25 PM.*

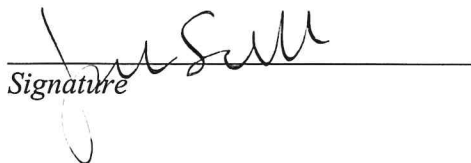
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These Minutes were approved on November 6, 2023 by the Board of Education of the VPA:

Tom Neuell President  
*Printed Name & Title*

  
*Signature*

Joshua S. Williams  
*Printed Name & Title*

  
*Signature*