

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

**AGENDA**

**Monday, November 6<sup>th</sup> @ 4:00 p.m.**

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

*Meeting called to order at 4:07 PM.*

*Board Members:*

*Tom Newell – President – Present*  
*Keili McEwen – Finance Director - Present*  
*Robert Ruiz – Secretary – Absent*  
*Joshua Williams – Vice President - Present*

*Guests:*

*William Hickman - Legal*  
*Erin Robins – Head of School*  
*Blaire Harrison – Minutes Clerk*  
*David Harp – Board Treasurer*  
*Jeff Jenkins – Encumbrance Clerk*  
*Brad Talley – Principal*  
*Stephen Narcisse – ACCEL*  
*Brandon Hull – ACCEL*  
*Becky Wilkinson – OVCSB Authorizer*  
*Skylar Lusnia – OVCSB Auditor*

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**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 October 2023, Regular Board Meeting.
3. Consideration and possible action to approve amended certificate of incorporation.
4. Consideration and possible action to approve the Broadband Device Policy.
5. Acknowledgement of Jeff Jenkins as VPA's Encumbrance Clerk.
6. Acknowledgement of VPA's new safe school committee members.
7. Acknowledgement of VPA's new Gifted and Talented Advisory Committee members.

*Motion to approve the Consent Agenda made by Keilie McEwen. Motion seconded by Joshua Williams.*

*Keili McEwen – Yes*  
*Tom Newell – Yes*  
*Joshua Williams – Yes*

*Motion approved unanimously by roll call vote.*

### **Discussion & Update Items**

**8. School update- staffing, marketing & enrollment update- Erin Robins**

*Active student count is at 180:*

*Kindergarten - 25*

*1<sup>st</sup> - 7*

*2<sup>nd</sup> 15*

*3<sup>rd</sup>- 15*

*4<sup>th</sup> - 19*

*5<sup>th</sup> - 24*

*6<sup>th</sup> - 18*

*7<sup>th</sup> - 29*

*8<sup>th</sup> – 28*

*In the context of in-year enrollment priorities, the primary focus remains dedicated to the perpetuation of brand awareness campaigns, the consistent enhancement of website updates, and the provision of comprehensive support for ongoing creative endeavors, website enhancements, and social media requests. Notably, the forthcoming cohort dates have been scheduled for November 13 and December 4, with the commencement of the second semester slated for January 8. As we approach the enrollment cycle for the 2024-2025 school year, it is imperative to underscore the critical components of this process, encompassing the renewal of current student enrollments, rigorous compliance reviews, and the meticulous auditing of enrollment forms to ensure the utmost accuracy and efficiency.*

*Mary Riley has moved to Special education. Jessica Sanders was hired to take over 3<sup>rd</sup> and 4<sup>th</sup> grade levels.*

*Attendance updates, we are working with the state to ensure we are compliant with laws, holding weekly engagement and truancy meetings with staff. School has had to withdraw for truancy and other reasons.*

**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.

**9. Discussion and possible action regarding contract with independent auditor.**

*Presentation of contract with independent auditor by David Harp, Board Treasurer. Mr. Harp has reached out to two companies with a Request for Proposal (RFP). One denied,*

*second company, Bledsoe, Hewitt, and Gullekson, out of Tulsa, has shown interest. Mr. Harp will request a proposal from this company. If board chooses, David will reach out to other companies.*

*The board discussion revolved around soliciting an RFP from Bledsoe, Hewitt, and Gullekson. The RFP will undergo a comprehensive review during the December 2023 board meeting. Member McEwen inquired about the ideal timeline for initiating a contract with an auditor. In response, Mr. Harp clarified that we are slightly behind schedule in the approval of an auditor. However, given our status as a new school, our progress remains satisfactory as we aim to secure approval for the current year in December. Moving forward it was emphasized that the board should aim to approve the auditor for the 2024-2025 school year in either April or May 2024. The Statewide Virtual Charter School Board representative agreed with the discussion and statements about the school being thoughtful on selecting financial pieces as the school has just come into existence. FY 2024 we will have our auditor selected and submitted to OSDE by June 2024.*

*No action needs to be taken.*

10. Discussion and possible action to approve board meeting dates, times, and locations for 2024.

*Discussion to approve board meeting dates, times, and locations for 2024. These must be filed with the Secretary of State and Oklahoma County by December 15, 2023. The board made the decision to move meetings to the second Monday of the month, at the Oklahoma Public School Resource Center, at 4:00 PM.*

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*Motion to approve the made by Joshua Williams. Motion seconded by Keili McEwen.*

*Keili McEwen – Yes*

*Tom Newell – Yes*

*Joshua Williams – Yes*

*Motion approved unanimously by roll call vote.*

11. Discussion and possible action to approve FY2024 encumbrances.

*Presentation to approve FY 2024 encumbrances by David Harp, Board Treasurer.*

*Mr. Harp has submitted a request for approval in the amount of \$21,483.70.*

*It is important to note that Jill Shero's contract on Workforce Development spans a duration of 10 months, with its termination anticipated in April 2024. As we approach the conclusion of the 2023 school year, a decision will be made regarding the implementation of a Workforce Development contract or the potential hiring of a full-time position. In the interim, Jeff Jenkins, Encumbrance Clerk, will continue to receive monthly invoices*

*amounting to \$2,000.00. Additionally, an adjustment to Fund/PO 11 will be made, increasing it to \$20,000.00 to accommodate these financial arrangements.*

*Motion to approve the made by Keili McEwen. Motion seconded by Joshua Williams.*

*Keili McEwen – Yes*

*Tom Newell – Yes*

*Joshua Williams – Yes*

*Motion approved unanimously by roll call vote.*

12. Presentation and possible action to approve suggestions by David Harp regarding financial updates.

*Presentation of financial funds by David Harp, Board Treasurer. Bank balance of October 31, 2023, was \$91,369.29, currently have O/S warrants of \$63,354.29, leave cash balance of \$28,015.23. Legal representative, William Hickman, Legal, stated that there is a law unique to purchase orders for virtual charter schools in Oklahoma (Okla. Admin. Code § 777:10-1-4 - Educational Management Organizations). David Harp was able to show that we have both documents in place from the October meeting before sending funds out, meeting the requirements of Oklahoma Administrative Code 777:10-1-4. Mr. Harp clarified that invoices will be in the future board meeting packets.*

*Appropriated funds for October 31, 2023, document will be added to the board packet.*

*Motion to approve the made by Joshua Williams. Motion seconded by Keili McEwen.*

*Keili McEwen – Yes*

*Tom Newell – Yes*

*Joshua Williams – Yes*

*Motion approved unanimously by roll call vote.*

13. Discussion and possible action to appoint a receiving agent.

*Presentation of appointing a receiving agent. It was suggested that this be Erin Robins, Head of School. The receiving agent is the person who authorizes the payment be made for goods or services being rendered. The board moved to appoint Erin Robins as the Receiving Agent.*

*Motion to approve the made by Joshua Williams. Motion seconded by Keili McEwen.*

*Keili McEwen – Yes*

*Tom Newell – Yes*

*Joshua Williams – Yes*

*Motion approved unanimously by roll call vote.*

- 14.** Discussion and possible action to approve automatic bill pay for monthly payments.  
*Presentation to approve automatic bill pay by Erin Robins, Head of School. David Harp, Board Treasurer, stated that automatic bill pay can be set up for each individual vendor. Automatic payments will only be submitted if the purchasing and authorizing laws are followed, and the payment was approved by the board. William Hickman, Legal proposed the option of amending language from “automatic” to “electronic.” Oklahoma Virtual Charter School Board representatives also agreed with moving toward electronic payments for the safety and security of funds.*

*Motion is to approve the electronic bill payments for approved purchases.*

*Motion to approve the made by Joshu Williams. Motion seconded by Keili McEwen.*

*Keili McEwen – Yes*

*Tom Newell – Yes*

*Joshua Williams – Yes*

*Motion approved unanimously by roll call vote.*

- 15.** Board Member Comments

*Tom Newell congratulated our Head of School, Erin Robins, on her marriage.*

*Joshua Williams thanked school administrators for their continued work.*

- 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.

*Dr. Rebecca Wilkinson thanked the board for their detailed inquiry into the school funds process.*

17. Adjournment

*Motion to adjourn meeting by Keili McEwen. Seconded by Joshua Williams.*

*Keili McEwen – Yes*

*Tom Newell – Yes*

*Joshua Williams – Yes*

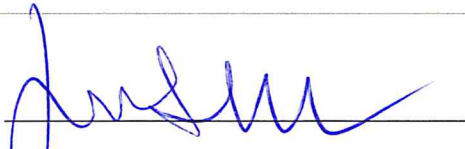
*The meeting was adjourned at 5:00 PM.*

These Minutes were approved on December 4, 2023 by the Board of Education of the VPA:

Joshua S. Williams, Vice President

*Printed Name & Title*

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*Signature*

Robert M. Ruiz, Secretary

*Printed Name & Title*

Virtual Preparatory Academy of Oklahoma Inc  
September 11, 2023



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*Signature*