

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

**AGENDA**

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

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

*Meeting called to order at 4:14 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  
Erin Robins – Head of School  
Blair Harrison – Minutes Clerk  
David Harp – Board Treasurer  
Jeff Jenkins – Encumbrance Clerk  
Brad Talley – Principal  
Megan Sandoval - ACCEL  
Stephen Narcisse – ACCEL  
Brandon Hull – ACCEL  
Skylar Lusnia – OVCSB Auditor  
Matt Ball – Member of Public/Lobbyist*

**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 November 2023, Regular Board Meeting.
3. Consideration and possible action to approve the VPA Library/Media Policy

*In accordance with the new accreditation standards mandated by the State of Oklahoma, our institution is obligated to formulate a comprehensive policy concerning Library and Media. This policy's main objective is to establish clear criteria for selecting library and media resources suitable for our students' educational needs.*

*Page 3 of the policy outlines the mandatory "Review Procedures," while Pages 3 and 4 provide documentation for the evaluation aspect in case a need arises. To oversee this process, a committee comprising six adult members, selected annually during the first*

*month of school by the Head of School, will be formed. The committee will consist of VPrepOK stakeholders, with the Head of School serving as the seventh member.*

*The board's responsibility lies in reviewing appeals of the committee's recommendations. In the event of an appeal, the board will meticulously examine the matter and obtain any additional information deemed necessary. A final written, non-appealable decision will be issued by the Board within 15 workdays after the Board meeting where the appeal was heard.*

*During the meeting, Head of School Erin Robins provided insights into the current resources available to students, including books aligned with our existing curriculum. These resources have been submitted to the Oklahoma State Department of Education as per their request. There is a link to a website called SORA, that allows students to access literary materials. SORA is the ACCEL resource bank of literary materials used nationwide.*

*A question was raised by Member Williams regarding whether an online resource like SORA qualifies as a library, and legal clarification affirmed this categorization. Legal further emphasized that concerns surrounding this policy have primarily centered on instructional materials. In cases of concerns over literary materials, students are offered alternative materials, and SORA enables access setup based on a student's grade level to restrict access to inappropriate materials.*

*Member Williams inquired about the Board's ability to remove or block a specific book in SORA. Principal Talley and Megan Sandoval committed themselves to investigating this matter and providing a response to the Board.*

*Another query from Member Williams sought clarification on what constitutes library and media materials falling under the policy. Legal clarified that if a link is provided by the organization or the school, it is considered part of our school library. If an individual teacher provides an unauthorized link, it becomes an issue with ACCEL schools rather than a concern for Virtual Preparatory Academy of Oklahoma. The policy is intentionally crafted to be generic and address the materials available in our library.*

*Member McEwen proposed tabling the policy until clarity is obtained on the ability to granularize SORA in case of issues. Legal recommended moving forward with the policy to ensure compliance.*

4. Consideration and possible action to approve the Child Abuse PD and reporting Policy Policy required by LEGAL REFERENCE: 70 O.S. SECTION 6-194; 70 O.S. SECTION 1210.160; 10A O.S. SECTION 1-2-101; OAC 210:35-3-107. School is required to have this policy for compliance.

*Head of Schools, Erin Robins, reminded the Board that we have adopted a policy, an addition to ensure compliance. This would not supersede or conflict with the previously approved policy.*

5. Consideration and possible action to approve the Medical Emergency Service Policy

*LEGAL REFERENCE: 70 O.S. 27-104 – RILEY’S RULE*

6. Consideration and possible action to approve Administering Medications to Students Policy

*LEGAL REFERENCES: 70 O.S., SEC.1-116.2; 70 O.S., SEC. 1.116.3; 70 O.S., SEC 10-170.1*

*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**

7. School update- staffing, marketing & enrollment update- Erin Robins

*Head of School, Erin Robins gave an update that enrollment has been stagnant since our November Board Meeting.*

*Active number of students 185.*

*13 new students who started 12/04/2023.*

*Erin shared that with the new semester starting, we are hoping a new wave of enrollment will come in January 2024.*

*Staffing is still strong. All employees are trained and in place. Administrators are starting to consider what hiring will look like for the 24-25 SY.*

*Jaycie Smith, Academic Compliance Officer, Statewide Virtual Charter School Board has been observing courses.*

**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.

8. Presentation, discussion, and possible action to approve VPA’s finance report. David Harp Presentation of “Verification of Financial Statements,” by David Harp. The school has received state aid payments totaling \$121, 826.03. The school is up to date on disbursements. Currently, there is a net balance of \$57,311.74. The next allocation of state-aid will come through Thursday, December 14. In early January 2024, the school shall receive a mid-year adjustment from the state.

*Motion to approve 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.*

9. Discussion and possible action to approve procurement of surety bonds for Superintendent and Minutes Clerk.

- a. -superintendent \$100,000
- b. -minutes clerk \$1,000

*Presentation of surety bonds by Joshua Williams.*

*Motion to approve 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.*

10. Discussion and updates on contract with independent auditor. -David Harp

*Presentation of contract with independent auditor by Board Treasurer, David Harp.*

*David has continued contacting auditors. One declined and there has been no communication back from Bledsoe, Hewitt, and Gullekson. Mr. Harp recommended that the Board wait until April/May, as this is when most auditors are hired by School Boards. The school and Board are fine and do not need to contract with an auditor now. David estimated that a contract with an auditor will be under \$5,000.*

*No action needs to be taken.*

11. Discussion and possible action to approve FY24 encumbrances presented by Jeff Jenkins and detailed in board packet.

*Presentation of FY 2024 encumbrances by Jeff Jenkins. Retroactively added in POs as approved by the board at November meeting. The Encumbrance Registrar provided in the board meeting packet is up to date for 12/04/2023*

*Motion to approve 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.*

12. Discussion and possible action to approve board meeting dates, times, and locations for 2024. Last meeting suggested for the 2<sup>nd</sup> Monday of the month. Jan. 8<sup>th</sup>, Feb. 12<sup>th</sup>, Mar.

11<sup>th</sup>, Apr. 8<sup>th</sup>, May 13<sup>th</sup>, Jun 10<sup>th</sup>, Jul 8<sup>th</sup>, Aug 12<sup>th</sup>, Sep 9<sup>th</sup>, Oct. 14<sup>th</sup>, Nov 11<sup>th</sup>, Dec 9<sup>th</sup>.

*Robert Ruiz moved that we accept proposed board meeting dates with a time of 4:00 PM at the OPSRC.*

*Motion to approve 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.*

**13. Board Member Comments**

*Member McEwen shared her thanks with David Harp and Jeff Jenkins for getting the financial aspects up and running.*

*Robert Ruiz is excited that we have completed our first semester. He is thankful for all our work and is looking forward to mission moments with families in the second semester.*

*Joshua Williams thanked David, Jeff, and Bill for keeping us in compliance with financial and legal items. Member Williams thanked our administrative staff for flying the airplane while building it.*

*Bill Hickman, Legal, suggested that in the early months of 2024, it would be helpful to Erin, Megan, and the board to look over the evaluation as an internal mid-year review. This will help the board review the school's status and make any needed mid-year adjustments.*

**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.

**17. 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 5:06 PM.*

These Minutes were approved on January 08, 2024 by the Board of Education of the VPA:

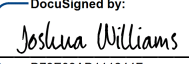
Tom Newell, Board President

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Joshua Williams, Board Vice President

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