

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

**AGENDA**

**Monday, January 8<sup>th</sup> @ 4:00 p.m.**

1. Call to order, roll call, and introductions.  
*Meeting called to order: 4:01 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*  
*David Harp – Board Treasurer*  
*Brad Talley – VPrepOK Principal*  
*Blaire Harrison – Minutes Clerk*  
*Jill Johnson – VPrepOK Middle School Educator*  
*Brandon Hull – ACCEL Financial Team*

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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 December 2023, Regular Board Meeting.
3. VPA Student-Parent Grievance Policy  
*Legal, William Hickman, discussed the policy over reviewing instructional materials if a parent/guardian were to file a grievance. Member Williams went over the proposed alternative.*

*Motion to move the student/family grievance policy to the regular agenda made by Joshua Williams. Keili McEwen seconded the motion.*

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

*Motion to approve the Consent Agenda 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.*

### **Regular Agenda Items:**

VPA Student-Parent Grievance Policy

*Motion to approve the Parent/Student Grievance Policy with approved language changes to highlighted section was 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.*

### **Discussion & Update Items**

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

*Currently, we have 167 active students, with 175 verified applicants in Sales Force. We have had quite a few students move out of state, and several chose to return to brick-and-mortar. There are six more cohorts planned this year from now until March 11, 2024.*

*The school leadership requests the board be aware that the school hopes to add grades 9 and 10 next year. Re-enrollment of current students will start in mid-March.*

*Possip parent satisfaction results shared 97% are satisfied/mostly satisfied with their child's enrollment at VPrepOK.*

*Principal Brad Talley shared that a father of student shared in a meeting that he is incredibly happy with the supports his child is receiving from the school. Brad Talley gets a notification every time someone interacts with social media posts and has noticed an increase in these alerts.*

*Jill Shero, VPrepOK Business/Partnership liaison updated the board on programs and opportunities. A survey went out to parents to ask about their child's potential career pathway opportunities, and Jill has worked to match those with summer camp programs for Summer 2024. The school admin team met with the Norman Public Schools leadership team around a potential partnership with the aviation program. Jill Shero and Erin Robins have also been meeting with the Oklahoma Chamber of Commerce to hold conversations for potential student internships with local businesses. Jill Shero has met with the Oklahoma Arts Council about potential summer programs related to culture and art. Jill Shero continues to work with OK Career Tech to see how these supports can be offered to our students in the future. Jill will continue holding conversations with businesses and*

*educational opportunities to build partnerships for our school in Oklahoma.*

5. Updates ACCEL on Sora and the digital library  
*The teachers can edit specific sections of the SORA library.*
6. Surety bonds update for minutes clerk and superintendent  
*These have been completed and filed with Banc First Insurance Services.*
7. Review and discuss school evaluation rubric  
*Legal recommended the board look over and review for upcoming review which takes place at the end of the fiscal year. The board has decided to table for this month, print off hard copies and discuss as February meeting.*

**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 and possible action to approve VPA's finance report. David Harp

*Presentation of finance report by David Harp, Board Treasurer. The current balance is \$ 81,429.40. Second page shows treasurer's activity, TFCU YTD deposits \$154,816.93, amount dispersed out \$ 73,387.53. We received our RSA (Reading Sufficiency Act) funding for remediation. We plan to receive funding for textbooks in the next month. On December 21, we received our mid-year allocation from the state that showed an increase in funds. Head of School, Erin Robins, updated the board that we did receive our Federal ID number and are working with the OSDE (Oklahoma State Department of Education) to receive available federal funding.*

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*Motion to approve 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.*

9. Presentation and possible action to approve updated encumbrances. Jeff Jenkins  
*Presentation of encumbrances. Previously the board has approved Purchase Orders #1-11, requesting that the board approves Purchase Orders # 12-13.*

*Motion to approve 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.*

**10. Board Member Comments**

*Member Newell – reminded the board that they have 15 months to complete their required board training. Legal, William Hickman, let the board know that Oklahoma Statewide Virtual Charter School Board has the opportunity with Dr. Jaycie Smith to train the board. Head of School, Erin Robins, reminded the board they can access training through the OPSRC module, and she is able to access completed board training certificates.*

*Member Newell thanked Jill Shero for her work in building partnerships across the state.*

**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.

**17. Adjournment**

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

*Keili McEwen – Yes*

*Tom Newell – Yes*

*Joshua Williams – Yes*

*The meeting was adjourned at 4:47 PM.*

These Minutes were approved on February 12, 2023 by the Board of Education of the VPA:

Tom Newell President

*Printed Name & Title*



*Signature*

Josha S. Williams, Vice-President

*Printed Name & Title*

Josha S. Williams

*Signature*

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