

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

MINUTES

Monday, February 12th @ 4:00 p.m.

1. Call to order, roll call, and introductions.
Meeting called to order 4:03PM:

Board Members:

Tom Newell – President - Present
Keili McEwen - Finance Director - Absent
Robert Ruiz - Secretary - Present
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
Stephen Narcisse – ACCEL Financial Team
Skyler Lusnia - OSVCSB

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 January 2024, Regular Board Meeting.
3. Guaranty Agreement from the landlord (307 NW 13th LLC) to change our invoice from “ACCEL Online Central LLC” to “Virtual Preparatory Academy of Oklahoma Inc.”
4. Discussion and possible action to approve the VPA OK 2024-2025 Academic Calendar

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

Tom Newell – Yes

Robert Ruiz - Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

Discussion & Update Items

5. School update- staffing, marketing & enrollment update

Head of School Erin Robins gave updates. We have a final cohort starting on February 26, 2024. Enrollment for 2024-2025 will start in April 2024. Currently 184 active students enrolled. State testing is coming up in April-May 2024; Blaire Harrison, District Testing Coordinator gave brief testing updates.. In April, Kidvation will present to the board to

update, and we have a new marketing video that will be released soon. Erin has also worked with Urban Bridge to develop a partnership to host students at their site.

6. Review and discuss school evaluation rubric

Member Williams addressed that there are several items on the rubric that the board does not have day to day insight on. Board members need to identify areas they would like to observe and help prepare administration for what evaluation items the board will be looking into more. Head of School, Erin Robins, let the board members know that she has been preparing documentation and evidence to share with the board. Member Ruiz discussed the area of proposed legislation and advocacy, how can we address this issue without a contracted lobbyist? Head of School, Erin Robins addressed the work that she has been doing to meet this area of concern. The other piece is working with out Charter association to address legislative needs. Member Newell asked about financial management, would like an update from Stephen Narcisse on how financial management forecast looks. Stephen Narcisse said he could put together an end of year report for the board to look at, and that ACCEL has started to prepare for FY 2025. Legal Bill Hickman discussed why the evaluation rubric is beneficial to all stakeholders.

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.

7. Discussion and possible action to approve the VPA OK Travel Expense Policy
Discussion and possible action on VPA OK Travel Expense Policy presented by Head of School, Erin Robins. Policy reimbursements are based on government per diem rates. Member Williams asked why the Travel and School Expense Policy does not fall under ACCEL? Financial guidance said that it is cleaner for funds to flow through the school, instead of ACCEL being an intermediary. Member Ruiz asked how other items will be covered. Legal addressed that Purchasing and Procurement Policy is already in place for other purchases. Legal stated that this policy is compliant with Oklahoma law. Member Williams discussed changing some of the language in the policy, such as "Saturday Night Stays to Additional Night Stays." Board moved ahead with language as stated in the policy.

Motion to approve made by Robert Ruiz. Motion seconded by Joshua Williams .

Tom Newell - Yes

Robert Ruiz - Yes

Joshua Williams - Yes

Motion approved unanimously by roll call vote.

8. Presentation and possible action to approve VPA's finance report.

Presentation of finance report by David Harp, Board Treasurer. As of January 31, 2024 there is a bank balance of \$393,594.33. Brandon Hull, ACCEL and David Harp have discussed sending payroll payments to ACCEL. David Harp is speaking with the bank about establishing a money marketing account to obtain interest monthly on balance. Member Newell questioned what is happening with the current account. David said we have a business profile at this time, Erin will need to set up her business profile. The profile was switched over from personal to business. There are now more options to disburse payments virtually. There have been frustrations receiving payments up to this point with the account not being setup correctly.

Motion to approve made by Robert Ruiz. Motion seconded by Joshua Williams.

*Tom Newell - Yes
Robert Ruiz - Yes
Joshua Williams - Yes*

Motion approved unanimously by roll call vote.

9. Presentation and possible action to approve additional appropriations in the amount of \$551,484.05. See form 307

Presentation of additional appropriations by David Harp, Board Treasurer. Adjustment came through from the state in mid-December. Originally the requested number of approved appropriations was \$338,405.63, board is requested to approve a new application of funds for \$551,484.05. Member Newell asked if we are expecting any other monies for the year. Head of Schools, Erin Robins let the board know we've received additional IDEA funds (approx. \$25,000), and we are hoping to receive federal title funds in February 2024.

Motion to approve made by Robert Ruiz. Motion seconded by Joshua Williams.

*Tom Newell - Yes
Robert Ruiz - Yes
Joshua Williams - Yes*

Motion approved unanimously by roll call vote.

10. Presentation and possible action to approve updated encumbrances.

Presentation of updated encumbrances made by Board Treasurer; David Harp discussed VPA PO Requests for individual vendors for the remainder of year to cover expected expenses. Member Ruiz asked about carryover, David Harp said we will operate in a deficit carryover due to the funds that need to be paid back to ACCEL. State would like schools to recognize a little carryover, that may only be interest earned on money market account.

Motion to approve made by Joshua Williams. Motion seconded by Robert Ruiz.

*Tom Newell - Yes
Robert Ruiz - Yes
Joshua Williams - Yes*

Motion approved unanimously by roll call vote.

David Harp added in that he and Brandon Hull have an update related to the board auditor. We are approaching the time of the school year when boards select auditors for the upcoming school year. David Harp will bring a list of approved auditors to the board. There will be a fee associated with an auditor, but it will not be incurred until July 1, 2024.

11. Board Member Comments

Member Williams said that this has been a great year, and the first year is always the hardest. Congratulating everyone on their effort.

Member Newell reminded board members to get their training credits done. Due by June 30. Erin Robins reminded the board there is an option for Dr. Jaycie Smith to present to the board in person for some credits.

12. 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.

Skylar Lusnia followed-up that Dr. Jaycie Smith is developing several trainings, specifically there is one on Open Meeting Act. In addition to Jaycie, Skylar is preparing a financial board member training, along with several other. These can be offered on board meeting nights or other days, these are offered at no additional costs to the school. Jaycie is the coordinator for all of these trainings.

17. Adjournment

Motion to approve made by Robert Ruiz. Motion seconded by Joshua Williams .

Tom Newell - Yes

Robert Ruiz - Yes

Joshua Williams - Yes

The meeting was adjourned at 4:48.

These Minutes were approved on March 11, 2024 by the Board of Education of VPA:

Tom Newell, President

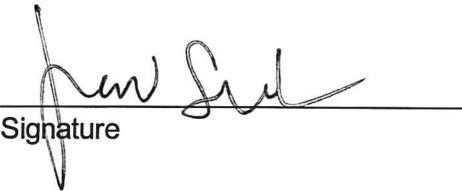
Printed Name & Title



Signature

Joshua S. Williams, Vice President

Printed Name & Title



Signature