

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

**MINUTES**

**Monday, March 11<sup>th</sup> @ 4:00 p.m.**

1. Call to order, roll call, and introductions.  
*Meeting called to order 4:02 PM.*

*Board Members:*

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

*Guests:*

*Erin Robins – Head of School*  
*David Harp-Treasurer*  
*Blaire Harrison – Minutes Clerk*  
*Brad Talley – VPrepOK Principal*  
*Dr. Becky Wilkinson – OVCSB*  
*Mackenzie Butler – VPrepOK Teacher*  
*Aislyn Buckner – VPrepOK Student*  
*Steven Narcisse – ACCEL Financial Team*  
*Brandon Hull – ACCEL Financial Team*  
*William Hickman – Legal*  
*Megan Sandoval – ACCEL*

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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 February 2024, Regular Board Meeting.
3. Discussion and possible action to approve HIV/AIDS Prevention Education Policy for Virtual Preparatory Academy of Oklahoma
4. Discussion and possible action to approve VPA Medical Emergency Response Policy- Riley's Rule and updates to the Emergency Operations Plan

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

*Tom Newell – Yes*  
*Keili McEwen – Yes*  
*Robert Ruiz – Yes*  
*Joshua Williams- Yes*

*Motion approved unanimously by roll call vote.*

**Discussion & Update Items**

5. School update- staffing, marketing & enrollment update

*Erin Robins provided updates and introduced VPrepOK Teacher, Mackenzie Butler. Mrs. Butler discussed the Kidvation Entrepreneurial class that is being utilized with grades 5-8. Mrs. Butler introduced student Aislyn Butler to the board and Aislyn shared her group’s entrepreneurship idea for the Kidvation course. Aislyn’s group was able to meet with VPrepOK Business Partner Shae Hanning, who owns Small Grass Tailor in Tulsa, OK and runs YouTube Channel: The Sew Show with Shae. Aislyn shared her group’s business idea to develop wrestling singlets that are comfortable and made for a female body. Member Williams asked the student what her next step is. She plans to build out a model or prototype soon. Principal Talley asked Aislyn about why she picked this idea. The student wrestles and has lots of friends who participate in wrestling.*

*Erin Robins – we started our final cohort today. Re-enrollment started today. We have a recruitment/marketing plan that starts in April. The predictions are for VPrepOK to double in size next year. Looking forward to adding 9<sup>th</sup> and 10<sup>th</sup> grades next year.*

*Member Ruiz asked if students sign a waiver to share their image, media release. School administrators shared that yes, we do have parents complete that in the enrollment form.*

6. Review and discussion of school budget- Brandon Hull, Stephen Narcisse

*Shared a view of 2024 budget, with a YTD overview, and then predictions for the upcoming school year.*

Oklahoma - January 2024 P&L Summary & Forecast

Account	YTD Budget	YTD Actuals	YTD B/(W)	FY 2024 Budget	FY 2024 Fcst	FY 2024 B/(W)	Notes
Total Revenue	\$ 474,976	\$ 483,676	\$8,700	\$ 949,952	\$ 883,502	(\$66,450)	Initial Estimate high - based on projected enrollments
Employee Related Expenses	\$ 459,003	\$ 15,019	\$443,984	\$ 1,044,058	\$ 1,046,173	(\$2,115)	On Forecast
Instructional Program Cost	\$ 40,968	\$ 2,031	\$38,937	\$ 141,898	\$ 109,084	\$32,814	Savings on Testing (facilities & travel) compared to bud.
Curriculum & Materials Cost	\$ 90,128	\$ -	\$90,128	\$ 243,808	\$ 248,696	(\$4,888)	On Forecast
Technology Cost	\$ 131,602	\$ 3,480	\$128,122	\$ 233,893	\$ 189,879	\$44,014	Savings on Consulting Services & Computers
Management Fees	\$ 94,995	\$ -	\$94,995	\$ 189,990	\$ 182,432	\$7,559	Lower Fees due to lower Rev (% of Revenue)
Marketing Cost	\$ 41,107	\$ -	\$41,107	\$ 83,284	\$ 78,257	\$5,028	Accel reduction in Marketing Spend
Rent & Facility Costs	\$ 15,200	\$ 21,929	(\$6,729)	\$ 35,600	\$ 38,929	(\$3,329)	1 rent month missing from budget
Administrative Cost	\$ 69,041	\$ 56,135	\$12,906	\$ 150,874	\$ 152,559	(\$1,685)	Authorizer Fees added to fcst after budget creation
Total Expenses	\$ 942,044	\$ 104,723	\$837,321	\$ 2,123,406	\$ 2,052,137	\$71,269	
School Surplus/Deficit	\$ (467,068)	\$ 378,953	\$846,021	\$ (1,173,454)	\$ (1,164,597)	\$8,857	Lower Revenue offset by program savings

Oklahoma Year over Year State Revenue Projection 3.11.2024

Funding Component	FY 2024 First 9 Weeks	FY 2025 Projection 3.11.24
Average Daily Membership (1st 9 Weeks)	108.0	341.5
Economically Disadvantaged	36.9	116.7
Gifted and Talented	0.7	2.2
Bilingual	2.0	6.3
Grade Weight	20.3	64.2
Special Education	42.5	134.4
<b>Weighted ADM</b>	<b>210.3</b>	<b>665.3</b>
Foundation Factor	\$ 2,122	\$ 2,122
Product	\$ 446,310	\$ 1,411,632
Chargeables	\$ -	\$ -
<b>Foundation Payable</b>	<b>\$ 446,310</b>	<b>\$ 1,411,632</b>
Salary Incentive Factor	\$ 103.93	\$ 103.93
Product	\$ 21,860	\$ 69,140
<b>Salary Incentive Payable</b>	<b>\$ 437,192</b>	<b>\$ 1,382,793</b>
<b>Total</b>	<b>\$ 883,502</b>	<b>\$ 2,794,425</b>

**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. Presentation and possible action to approve VPA’s finance report.

*Presentation of financial statements made by David Harp. Cash balance is currently \$294, 738.95, with outstanding warrants of \$24, 141.57, leaving a cash balance of \$270,*

597.38. *Until the IDEA funding is claimed, it is not recognized in the budget. The deficit situation with ACCEL is estimated to be near \$1,000,000 for salaries, operational cost, and services.*

*Last update from the Oklahoma State Department of Education is that VPrepOK will receive Title funding, but it has been delayed. David Harp said that unless that money is claimed, it will not be recognized in the 2024 budget. Board members asked if there is an estimate of what the Title funds will be. Currently, there is not an estimate. David Harp recommends rolling the funds into next year's budget for filing purposes. Title I funding can rollover to the next school fiscal year up to a certain percentage.*

*The ACCEL financial team stated that VPrepOK is financially where they expected the school to be. However, ACCEL is constantly reforecasting the financial pieces. There may be a concern to figure out how to maximize any received title funding in the current year. The LEA Special Education Title funding has been spent towards a Special Education teacher's salary.*

*Legal, Bill Hickman, introduced the topic of "maintenance of effort." The purpose is to ensure that the school maintains the same level of effort with title funding. If the school does not maintain the same level of effort with students, it can cause conflict or issue with the OSDE. Schools must use funding from the general fund to cover the difference at other schools. David Harp mentioned in OCAS there is a comparison report that helps the school view if they met the maintenance of effort. David Harp will keep a close eye on this situation if it becomes an issue regarding our per pupil cost to ensure that our budget is proportionate from year to year.*

*Motion to approve made by Keili McEwen. Motion seconded by Robrt Ruiz.*

*Tom Newell – Yes*

*Keili McEwen – Yes*

*Robert Ruiz – Yes*

*Joshua Williams – Yes*

*Motion approved unanimously by roll call vote.*

**8.** Presentation and possible action to approve updated encumbrances.

*David Harp stated that the encumbrances were technically approved last month, however, individual employee names have been added to the encumbrances.*

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

*Tom Newell – Yes*

*Keili McEwen – Yes*

*Robert Ruiz – Yes*

*Joshua Williams – Yes*

*Motion approved unanimously by roll call vote.*

**9.** Board Member Comments

*Member Williams enjoyed hearing from Mrs. Butler and the VPrepOK student.*

*Head of School, Erin Robins, asked the Board to share business partners and connections.*

*Member Newell referenced an article he wrote in the Wall Street Journal, and a comment he received from a parent in Pennsylvania's whose child had a successful experience with*

virtual school to confirm the need to virtual schools as opportunities for students.

10. Public Comments

*Dr. Wilkinson shared that Mr. Lusnia presented to the OVSCB on the virtual schools. She requested that we add Mr. Lusnia to next month's meeting to present on Year 1 of VPrepOK operations and actions.*

*Member Newell reminded the board members to complete their required board training.*

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.

11. Adjournment

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

*Tom Newell – Yes*

*Keili McEwen – Yes*

*Robert Ruiz – Yes*

*Joshua Williams – Yes*

*Meeting adjourned at 4:44 PM.*

These Minutes were approved on 4/8/24, 2024 by the Board of Education of VPA:

Tom Newell Board President

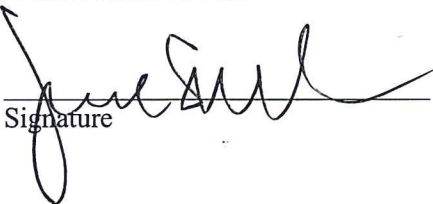
Printed Name & Title



Signature

Joshua S. Williams, Vice President

Printed Name & Title



Signature