

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

MINUTES

Monday, April 8th @ 4:00 p.m.

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

Meeting called to order 4:03 PM.

Board Members:

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

Guests:

Mrs. Robins Robins – Head of School
David Harp-Treasurer
Brad Talley – VPrepOK Principal
Dr. Becky Wilkinson – OVCSB
Steven Narcisse – ACCEL Financial Team
Brandon Hull – ACCEL Financial Team
William Hickman – Legal
Megan Sandoval – ACCEL
Mary Riley – Special Education Teacher/Minutes Clerk Substitute

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 March 2024, Regular Board Meeting.
3. Discussion and possible action to approve the Self-Administration of Medication Policy
4. Discussion and possible action to approve the Vision Screening Policy
5. Discussion and possible action to approve the 2024-25 Hickman Law Agreement – *nothing is changing, remains the same as current year. Policies included in handouts.*

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

Tom Newell – Yes
Keili McEwen – Yes
Joshua Williams – Yes
Motion approved unanimously by roll call vote.

Discussion & Update Items

6. School update from Mrs. Robins - Staffing, marketing & enrollment updates. Mrs. Robins gave enrollment updates, including students that have already enrolled for next year as we are adding 9th and 10th grades. Positions for next year have been posted and applicants are interviewed at this time. Mrs. Robins emphasized that the Registrar position will be an in-person full-time employee at OPSRC, which will help immensely with operations. State testing is coming up, preparing testing plans and required training completed. One more in-person event for OKC and Tulsa, and KidVation Capstone project coming up. The team is looking for local business leaders to sit on committee. EOY review/presentation check-in will either be in late April or May. Joshua would like parent feedback surveys included. Mr. Hickman recommended May for Mrs. Robins and the team to present at the next meeting, members emphasized the importance of the June meeting. Suggested date for July meeting, week of July 17th or move June meeting to the 24th, want to include encumbrance at this meeting, will have a definite date by next meeting. Mrs. Robins will follow up via email. Mr. Newell suggested obtaining more board members. Mr. Hickman reminded us that we need to confirm a parent/LG to join the board. Consider including business connections to sit on board as well. However, not if they are paid by the school, only if solely a partnership. Mr. Newell noted the need to complete the required PD for board members. Mrs. Robins will coordinate an earlier time for the next meeting to complete this training and then hold meeting. Mr. Talley will help Mrs. Robins coordinate and complete tasks.

7. Review and discussion of SY 24-25 school budget- Brandon Hull, Stephen Narcisse
Mr. Hull shared the assumptions and projections. Expected enrollment next year is 500 per 170 this year. More marketing helps increase enrollment. Adding 9th and 10th grades next year which requires more staffing. Reviewed revenue budget for current year and also expected budget for next year. Teacher salary estimates. Every student will be worth about the same amount heading into next year. Teacher Staffing Ratios review current and projected. District demographics will remain the same for the next year. of budget. Anticipating running at a higher ratio moving forward. Per Mr. Narcisse, we are on target for budget. We are also making responsible choices regarding hiring and staffing ratios. Mr. Newell wanted more specifics on how we are predicting enrollment and expenses, specifically learning from successes and trials this year and what we can do better next year. Mr. Newell emphasized that starting from scratch is challenging but we are more informed moving forward. The marketing team is increasing its focus for the 24-25 year. Ms. Sandavol reassured members that enrollment will increase and continue to expand, especially in year three per Accel's other school's trends. Mr. Hull mentioned withdrawals are less than predicted and marketing dollars allocated to OK to support enrollment. Ms. Sandoval noted that adding the high school grades will certainly help with increased enrollment. Hickman reminded the board of the importance of reviewing the budget and preparing for the final report of the year. Mr. Williams asked for clarification on what a Success Coach does, Mrs. Robins explained role and duties.

8. Updated response from potential auditor: Mr. Harp discussed monthly financials report and current balances as of 03/31/24. He notes the sources of revenue for specific areas. Possible increase in state aid for upcoming year. Deficit credit as of 02/28/24 481k, doesn't include mar, April, May or June. If the board elect approves change order, payments will be payrolls, will make big bulk of outstanding payments due to Accel. Encumbered \$803,510.00 which includes change order. All payments are up to date, including contract services and with the exception of aforementioned payments for Accel. Mr. Harp would like Tinker Federal Credit Union resolved; he is working with the credit union. However, Mr. Harp is comfortable with current processes to issue payments but is looking forward to an ACH option. Mr. Williams said he is comfortable with the current operation. Mr. Harp would like to see a policy in place before a Credit Card/P Card procedure begins, including itemized expenses. Mrs. Robins explained how not a direct account having makes ordMrs. Robinsg/paying vendors challenging. Mr. Hickman said he would work on a draft of a policy for the p card expenses. Mr. Hickman expressed the importance of being as detailed, itemized and transparent as possible for any future audits. Mrs. McEwen asked for more details regarding expenses from Mr. Harp. Ms. Robins quickly updated the members on the current audit breakdown although no official action was taken. Mr. Harp recommends this be on the agenda for the upcoming May 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.

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

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

Tom Newell – Yes

Keili McEwen – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

10. Presentation and possible action to approve updated encumbrances.

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

Tom Newell – Yes

Keili McEwen – Yes

Joshua Williams – Yes

Motion approved unanimously by roll call vote.

11. Presentation and possible action to approve the change order listing.

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

Tom Newell – Yes

Keili McEwen – Yes

Joshua Williams – Yes
Motion approved unanimously by roll call vote.

12. Board Member Comments – Mr. Newell asked Ms. Robins to support the PD required and also for the upcoming audit.
13. Public Comments – No public present.

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 approve made by Joshua Williams. Motion seconded by Kelie McEwen
Tom Newell – Yes
Keili McEwen – Yes
Joshua Williams – Yes

The meeting was adjourned at 5:18 PM.

These Minutes were approved on May 13th, 2024 by the Board of Education of VPA:

Tom Newell President

Printed Name & Title


Signature

Robert M. Ruiz, Board Secretary

Printed Name & Title


Signature