

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

MINUTES

Thursday, June 20th @ 4:00 p.m.

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

Meeting called to order at 4:47 PM.

Board Members:

Tom Newell- President – Present

Keili McEwen – Finance Director – Present

Robert Ruiz – Secretary – Present

Joshua Williams – Vice President – Absent

Guests:

Megan Sandoval – ACCEL Regional Vice President

Erin Robins – Head of School

David Harp – Treasurer

Blaire Harrison – Minutes Clerk

Brad Talley – VPrepOK Principal

Danielle Shaw – VPrepOK Special Programs Manager

Dr. Becky Williamson – OVCSB

Skyler Lusnia – OVCSB

Brandon Hull – ACCEL Financial Team

Consent Agenda

The following items concern reports and items of a routine nature normally approved at Board meetings. These items 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 May 2024, Regular Board Meeting.

Motion to approve the Consent Agenda made by Robert Ruiz. Motion seconded by Keili McEwen.

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

Discussion & Update Items

3. School update- Erin Robins

VPA is fully staffed for next year with twenty-three full-time employees and one contracted part-time staff member. Currently, there are 127 students enrolled, and we are preparing to launch an advertising campaign in the coming weeks. Post the Fourth of July, we will initiate a robust marketing effort in the OKC Metro area, featuring billboards, as well as

smaller advertisements in malls and movie theaters. Our radio and TV spots will remain consistent with those used last school year.

4. Update on board required training hours
Courses offered through OPSRC are currently down and will be available again on July 1, 2024.
5. Introduction- Marcus Jackson
Mr. Jackson was not present at the 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.

6. Discussion and possible action to change the regularly scheduled July board meeting.
End of fiscal year finances will be ready for review at the July board meeting. Tom Newell will be unable to attend on July 8. Robert Ruiz and Keili McEwen are available. The legal stated that if the board is not able to have a quorum, Head of Schools, Erin Robins will post a cancellation of meeting notice, and then we will post notice of a special meeting. The special meeting can be called by Head of Schools, Erin Robins, with Board Chairman Tom Newell.

No action was taken.

7. Discussion and possible action to approve the contract for Jeff Jenkins as Encumbrance Clerk for SY 24-25
Jeff Jenkins' new proposed contract has an increase of \$1500, plus a travel fee if he attends an in-person meeting. Treasurer David Harp feels that this increase is reasonable. Keili McEwen has spoken with another vendor that is more reasonable, but not as hands-on.

Motion to approve the contract for Jeff Jenkins as Encumbrance Clerk made by Keili McEwen. Motion seconded by Robert Ruiz.

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

8. Discussion and possible action to approve the contract for Jill Shero as Director of Career Pathways for SY 24-25
Jill Shero-McDaniel is the only contract part time employee currently on staff. We are required to have a staff member that is focused on career pathways. Currently, Jill Shero-McDaniel as a contracted employee is the most cost-effective way to cover this. Mrs. Shero-McDaniel connects students to businesses and non-profit organizations. Including the Oklahoma State Chamber, Greater OKC Chamber, Boeing, OKC Arts Council, Steam Engine, The Bridge, and Freedom City. Mrs. Shero-McDaniel looks forward to working with the Student Success Team in building partnerships and support for students. Member Newell asked if a new partnership by quarter means new business or organizations being brought to the table. Member Newell asked that Mrs. Shero-McDaniel reach out to ECHO for support around students interested in Film and Cinema.

Motion to approve the contract for Jill Shero as Director of Career Pathways made by Robert Ruiz. Motion seconded by Keili McEwen.

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

9. Discussion and possible action to approve the contract with Sylogist for SY 24-25
David Harp shared background information on Sylogist. This is a school financial company that VPA has used in the 23-24 SY. This vote is for a renewal of contract.

Motion to approve the contract with Sylogist by Keili McEwen. Motion seconded by Robert Ruiz.

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

10. Discussion and possible action to approve VPA's expansion plan to include 9th and 10th grades for SY 24-25

Head of Schools, Erin Robins stated that the state requested that we put our expansion plan on letterhead for official documentation purposes.

Motion to approve VPA's expansion plan to include 9th and 10th grades made by Robert Ruiz. Motion seconded by Keili McEwen.

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

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

Treasurer, David Harp, as of May 31 had a bank balance of \$143,600.63, with a dispersed amount of \$10,877.18, leaving a final balance of \$132,723.45. The last state aid payment was received in mid-June with a total of \$893,000. Our finances to ACCEL will cover approximately half of payroll services. There will be more details at the July 8th, 2024, meeting. Brandon Hull felt that the school is in a good position to close out the fiscal year.

Motion to approve VPA's finance report made by Keili McEwen. Motion seconded by Robert Ruiz.

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

12. Presentation and possible action to approve FY 2024 encumbrances

There was no discussion or action taken on this item.

13. Presentation and possible action to approve FY 2025 encumbrances

Head of Schools, Erin Robins and Treasurer, David Harp, stated the board approved temporary appropriations at the May 2024 meeting. Payroll has increased and rent has increased, most other expenses are staying the same or are estimates. The school is estimating less expenses on testing for the 24-25 with the state allowing for virtual testing. The board will vote to approve and make amendments as needed to the budget through the

24-25 School Year.

Motion to approve FY 2025 encumbrances made by Robert Ruiz. Motion seconded by Keili McEwen.

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

14. Discussion and possible action to approve the updated VPrep Student/Parent Handbook including High School Information.

Most of the updates and additions apply to high school students. Legal counsel, William Hickman has reviewed and approved. Legal stated that this is a very user-friendly handbook.

Motion to approve the updated VPrep Student/Parent Handbook including High School Information made by Robert Ruiz. Motion seconded by Keili McEwen.

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

15. Discussion and possible action to allow Erin Robins and ACCEL to negotiate and possibly enter into a lease for a larger more private office space on behalf of VPrep.

Member Newell requested that legal counsel provide input. Head of School, Ering Robins, explained that the OPSRC has reclaimed the office space VPA has been sub-leasing. State authorizers require that we have a locked door. There is also a need for more privacy. The leasing company is requesting a three-year lease, instead of yearly. Legal can provide the language to meet a multi-year lease to cover the requirement that schools must hold leases annually. This vote would be to allow Erin to negotiate the contract on the board's behalf. Legal feels that the best practice will be to bring the final lease back to the board for final approval.

The new lease would be with the same company under which we are currently leased. Our current lease would end in October 2024. Legal can be involved in the negotiations as needed. Member Newell felt that there needs to be financial boundaries in place. Erin Robins stated that we are currently paying OPSRC \$250/ month and current space \$3,400 for larger space \$3650 total, new space estimate is \$4,379.83, which is \$22/sq ft. Erin Robins countered with a \$20.70 match if we agree to the three-year lease. There is lots of commercial space around OKC currently. The average cost of commercial space is \$21/ sq. ft. Board would prefer to have legal counsel approve the final contract.

Motion to allow Erin Robins and ACCEL to negotiate and possibly enter a lease for a larger more private office space on behalf of VPrep, not to exceed the \$4,379.83 monthly amount, with the contingency that William Hickman approves the final contract made by Keili McEwen. Motion seconded by Robert Ruiz.

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

16. Discussion and possible action to vote on adding Marcus Jackson to the VPrep school board.

Marcus was unable to attend tonight's meeting and sent apologies. He approved for the board to go ahead and vote on his addition to the board.

Motion to vote on adding Marcus Jackson to the VPREP school board made by Tom Newell with the amendment that the member's seat would be effective July 1, 2024.

Motion seconded by Robert Ruiz.

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

17. Discussion and possible action to convene into Executive Session pursuant to 25 OS §307(B)(4), Oklahoma Open Meeting Act, to engage in confidential communications between the public body and its attorney concerning the action to evaluate EMO if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to conduct the evaluation in the public interest.

- i. Vote to Convene in Executive Session
- ii. Vote to Acknowledge Return to Open Session
- iii. Reading of Executive Session Minute

Motion to move into executive session made by Keili McEwen. Motion seconded by Robert Ruiz.

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

The board moved back into regular session.

The board went into executive session. Present in executive session were the board members at the meeting and legal counsel. The board discussed the only item on the agenda. No votes were cast, and no action was taken.

18. Discussion and possible action regarding the matters discussed in Executive Session. Keili McEwen has the official evaluation instrument that will be presented to the Head of School upon completion of the meeting. Keili McEwen feels that the board has provided high marks overall. There are areas of high praise and some areas of improvement to focus on. Member Newell requested that the Head of School make copies to share with counsel and the board. The evaluation must be submitted to the state authorizer.

Motion to approve the matters discussed in executive session made by Keili McEwen.

Motion seconded by Robert Ruiz.

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

19. Board Member Comments

20. 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.

Legal counsel appreciated that he was able to join virtually due to a family emergency.

21. Adjournment

Motion to approve made by Keili McEwen. Motion seconded by Robert Ruiz.

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

Meeting adjourned at 6:21 PM.

These Minutes were approved on July 8, 2024 by the Board of Education of VPA:

Tom Newell President
Printed Name & Title


Signature

Robert Ruiz, Secretary
Printed Name & Title


Signature