

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

AGENDA

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

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

Meeting called to order at 4:08pm

Board Members:

Tom Newell- President – Present

Keili McEwen – Finance Director – Present

Robert Ruiz – Secretary – Present

Joshua Williams – Vice President – Present

Marcus Jackson - Present

Guests:

Megan Sandoval – ACCEL Regional Vice President

Erin Robins – Head of School

David Harp – Treasurer

Brad Talley – VPrepOK Principal (substitute minutes clerk)

Danielle Dewese – VPrep Success Coach Coordinator

Skylar 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 June 2024, rescheduled board meeting.
3. Contract with Sylogist for the 2024-25 FY

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

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams - Yes

Marcus Jackson - Yes

Discussion & Update Items

4. School update- Erin Robins

Erin will be doing television interviews soon. Billboards are out now. Other advertisements are coming, too. Erin says we are still on hold regarding office space. She found some available office space available at Tower Theater. Erin is still checking into options and working through negotiations.

5. Update on board required training hours

Erin reminded Board members to work through new OPSRC trainings. Brad will check on training enrollments and statuses on LearnUpon. He will send out an update to Board members.

6. Introduction- Marcus Jackson

Marcus is CEO and Founder of Urban Bridge in OKC. He is a father of four children, including a child who will attend VPrep for 2024-2025.

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 elect new board officers

Erin corrected the dates for Keili's position. Everyone will be on three-year terms that will be staggered. Skyler Lusnia advised that a motion could be likely be made to adjust wording. The Board agreed to make a motion.

Motion to approve Keili McEwen for a new three-year Board term made by Robert Ruiz.

Motion seconded by Joshua Williams.

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams - Yes

Marcus Jackson - Yes

The Board agreed to keep the officer designations the same for 2024-2025.

Motion to approve officers for 2024-2025 made by Marcus Jackson. Motion seconded by Robert Ruiz.

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes
Joshua Williams - Yes
Marcus Jackson - Yes

8. Discussion and possible action to assign/approve -superintendent (Erin Robins), treasurer (David Harp), federal programs manager (Erin Robins), encumbrance clerk (Jeff Jenkins), minutes clerk (Blair Harrison)

Motion to approve the Board positions made by Robert Ruiz. Motion seconded by Keili McEwen.

Tom Newell – Yes
Keili McEwen – Yes
Robert Ruiz – Yes
Joshua Williams - Yes
Marcus Jackson - Yes

9. Discussion and possible action to open a school activities fund (Fund 60)
David explained that most schools have this fund. In order to open it, the Board must approve it. It will be presented to the State Department each year. There is no money yet to put in there. Hopefully there will be funds accrued during the 2024-2025 school year. There will likely not be more than a handful of sub-accounts for the fund. Tom asked about management of the fund. Erin Robins reported that Jeff Jenkins agreed to be the custodian of the fund. Robert Ruiz asked about development (fundraising) activities. Erin Robins said the VPrep staff is handling that. Robert Ruiz suggested Board giving to start the activity fund. The account will be at Tinker Federal Credit Union as a separate account from current accounts. Keili McEwen asked about a parent organization. Erin Robins explained that we will look at these options. The name will be “VPrep Activity Fund”

Motion to approve the opening of the school activities fund made by Joshua Williams.
Motion seconded by Marcus Jackson.

Tom Newell – Yes
Keili McEwen – Yes
Robert Ruiz – Yes
Joshua Williams - Yes
Marcus Jackson - Yes

10. Presentation and possible action to approve FY2024 encumbrances - ACCEL change order

The State granted some additional dollars throughout the year. Total collections were \$892,903. Final payment to ACCEL will be in the next 30 days. The estimated amount from ACCEL is approximately \$890,000 for this school year. Final invoices are coming from ACCEL, per Brandon Hull. There should be an update next month.

Motion to approve the FY2024 encumbrances with the change order from ACCEL made by Keili McEwen. Motion seconded by Robert Ruiz.

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams - Yes

Marcus Jackson - Yes

11. Presentation and possible action to approve the FY2024 additional appropriations

David reported a bump from the State this year. Appropriations need to be approved for that amount.

Motion to approve the additional appropriations made by Robert Ruiz. Motion seconded by Keili McEwen.

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams - Yes

Marcus Jackson - Yes

12. Presentation and possible action to approve the final financial report for SY 23-24

We had \$215,207.81 in actual cash in the bank as of June 30. Most of this will go to the payment to ACCEL. There was about \$36 in interest that will be carried over. Initial State aid should come in mid-August.

Motion to approve the final financial report for SY 23-24 made by Keili McEwen. Motion seconded by Joshua Williams.

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams - Yes

Marcus Jackson - Yes

13. Presentation and possible action to approve FY 2025 encumbrances

Encumbrance list was approved in the June meeting. David recommended approving it again. This allows us to pay people for July services. There was clarification that Shero Enterprises is a 10-month contract. If there are any adjustments to any vendors, a change order will be made. There are two Danielle Shaw's on the list. It is believed the second one was supposed to be Danielle Dewese.

Motion to approve the FY 2025 encumbrances with an amended name for Vendor PO 19 to Danielle Dewese made by Keili McEwen. Motion seconded by Robert Ruiz.

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams - Yes

Marcus Jackson - Yes

14. Presentation of SVCSB Charter Contract Financial Provision Review- Skyler Lusnia

Skyler Lusnia completed this review several months ago. Skyler explained the reason for amounts not being exact amounts, as salaries and management fees get adjusted. The financial provision review went well. Skyler referenced that we do not absolutely need a locking door, as long as we can prove files are secure in some way. Documentation submission will go back to Epicenter for the 2024-2025 school year. Skyler recommended livestreaming Board meetings in the future. Joshua Williams asked about streaming requirements. Skyler said it is not very specific. Joshua Williams asked if they needed to be recorded. Skyler said it is not listed in the current rules. Tom Newell asked about contracts existing now with the changeover to the new State board. Skyler reported they are remaining intact, with payment to the Statewide Virtual Charter Board ceasing.

15. Board Member Comments

Keili McEwen commented that David Harp has been a great school treasurer. Multiple meeting attendees expressed agreement.

Joshua Williams recommended discussing business continuity plan, disaster plan, record security, etc. for the Board/school moving in the near future. Keili McEwen also recommended cyber event plans.

16. 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 made by Keili McEwen. Motion seconded by Joshua Williams.

Tom Newell – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams - Yes

Marcus Jackson - Yes

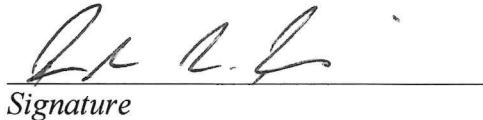
Meeting adjourned at 5:18pm.

These Minutes were approved on August 12, 2024 by the Board of Education of VPA:

Tom Newell President
Printed Name & Title


Signature

Robert M. Ruiz
Printed Name & Title


Signature