

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

MINUTES

Monday, September 9th @ 4:00 p.m.

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

The meeting was called to order at 4:07 PM.

Board Members:

Tom Newell- President – Absent

Marcus Jackson – Present

Keili McEwen – Finance Director – Absent

Robert Ruiz – Secretary – Present

Joshua Williams – Vice President – Present

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

Brandon Hull – ACCEL Financial Team

Barry Schmelzenbach – Oklahoma Public Charter School Association

Todd Ryan – Senior Director, Field Engineering for Pansophic Learning

Brian LeRoy – Vice President of IT and Security for Pansophic Learning

Eric Waller – Chief Technology Officer for Pansophic Learning

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 August 2024, regular board meeting.
3. Consideration and possible action to re-appoint Keili McKewen to serve a new 3-year term on the VPrep School board effective as of July 1, 2024

Motion to approve the Consent Agenda made by Robert Ruiz. Motion seconded by Marcus Jackson.

Marcus Jackson – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

Discussion & Update Items

4. Digital security discussion- Eric Waller- ACCEL Schools

Pansophic Learning's technology team provided an overview of their system's security and infrastructure:

Security Environment for School Staff:

- ***Microsoft Environment:*** Data protection features enabled.
- ***Google Environment:*** Utilizes Google Vault for data retention.
- ***Multi-Factor Authentication:*** Required for all staff logins.
- ***Backup Systems:*** Detached backup in the cloud.
- ***No Physical Servers On-Premises:*** All systems are cloud-based.
- ***Cybersecurity Training:*** Includes phishing simulations for staff.

Security Environment for Students:

- ***Devices:*** Chromebooks are the primary devices, managed and locked to the school's domain.
- ***Google Environment:***
 - Google Vault enabled.
 - GoGuardian software for monitoring.
 - Enterprise-managed accounts.
 - Student email and file sharing are isolated within the school environment.
 - Accounts are marked as under eighteen, restricting capabilities.
 - Only approved services are enabled.

Board Member Questions:

- ***Principal Talley:*** Asked general questions during the presentation.
- ***Member Ruiz:***
 - Asked if the Student Information System (SIS) supports Single Sign-On (SSO) for staff or requires separate login credentials.
 - ***Response from Eric Waller:*** PowerSchool (PS) does not currently support SSO.
 - Asked whether students need VPNs or remote desktops for security.
 - ***Response:*** No specific mention of VPN or remote desktop use.
 - Inquired about records management.
 - ***Pansophic Learning:*** Staff are encouraged to use OneDrive or SharePoint for storing student records.
- ***Member Williams:***
 - Asked if the school provides hotspots and whether location services are enabled on Chromebooks.
 - Inquired about security measures for students using personal devices with the provided hotspots.
 - ***Response:*** Pansophic Learning stated that SIFA (Schools Interoperability Framework Association) applies only when using e-

rate funding, which the school does not. Therefore, no security measures are enforced on personal devices.

- Asked about system integrations.
 - **Response:** Vendor system integrations are limited, but Pansophic has developed a “Data Hub” using a hub-and-spoke model. This system transfers data to Power BI, enabling the data team to build additional platforms and overcome limitations. The team plans a soft launch of a new platform in Spring 2025, with a full rollout in Fall 2025.
- Asked if the school is required to use SIF agents to transfer data to the state and if a third-party auditor is hired for system audits.
 - **Response:** Yes, a third-party auditor is involved.

Security Infrastructure:

- Cloud-hosted products are used for the SIS, LMS, and live conferencing systems.
- Amazon Web Services (AWS) hosts system integration infrastructure.
- Cisco Meraki firewalls with intrusion detection and content filtering are standard in school offices and buildings.
- A documented disaster recovery plan is in place for key systems.

Ransomware and Cybersecurity Compliance:

- Legal Counsel, Bill Hickman: Asked if there is a formal plan for ransomware attacks.
 - Pansophic Learning: Contracts with a third-party expert team to recover and mitigate attacks.
 - Hickman emphasized that schools are becoming soft targets for cyberattacks and recommended a plan for immediate mitigation.
- Communication between teachers and students must comply with Oklahoma law, which requires all communication to be done through approved platforms that can be backed up.
 - Current Platforms:
 - SchoolMessenger (one-way communication).
 - Canvas Inbox (messages backed up through Google Vault and Canvas Infrastructure).
 - RingCentral phone numbers provided for teachers, with all calls and messages logged.
- Member Ruiz: Asked if compliance with NIST 181 standards is required for federal funding.
 - Pansophic Learning: Was not familiar with NIST 181 but agreed to look into it. Also, the school adheres to other compliance requirements like the Gramm-Leach-Bliley Act.

The Board thanked Pansophic Learning for their presentation and thorough responses.

5. School update- Erin Robins
 - a. Enrollment updates
 - b. School partnership updates

a. School and Enrollment Update:

The school is in the process of contracting a substitute teacher who will start tomorrow to assist with class coverage.

- *Member Jackson asked what the role of a substitute teacher looks like in a virtual setting.*
 - *Last year, the administrative team covered classes, but this year the school will have a dedicated educator available to step in as needed.*
- *Enrollment Update:*
 - *Currently have 220 students enrolled.*
 - *The marketing team continues to push for new enrollments.*
 - *K-8 enrollments will likely remain open beyond October 1 to support ongoing recruitment efforts.*
 - *High School enrollment will close on October 1 and reopen in January 2025.*

b. School Partnership Updates:

- *The KOCO Channel 5 story on the VPrepOK partnership with Norman Public Schools and the Oklahoma Aviation Academy aired last month.*
- *Need to enroll 1-2 more students to reach our goal of ten students in the Aviation Academy. The final deadline for enrollment is the end of September.*
- *The school has added an Aviation and STEM section to our website and continue to work on building partnerships.*
- *Kidvation Dolphin Tank: A new round of judges will be needed at the end of the semester or school year.*
- *Member Williams asked if there is targeted marketing for these partnerships.*
 - *HOS Erin Robins confirmed that there is targeted marketing, and Brad along with the ACCEL marketing team are posting on our social media accounts.*

6. Update on board required training hours

The board still needs to complete additional training hours to meet the required total, with some deadlines approaching in October. Member Williams believes he has completed his hours but would like confirmation. Principal Talley will email each member individually with an update on their progress. Legal counsel Bill Hickman stated that the board did not complete an hour of "Open Meetings Act" training, but he will confirm. The information provided by Skyler Lusnia does count toward the board's training hours.

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. Consideration and possible action(s) to nominate board members for approval to serve as President, Vice-President, Finance Director, and Secretary

Legal counsel Bill Hickman explained to the board the options for handling nominations, either by proposing a slate of candidates or reviewing each position individually. He noted that current board members can remain in their roles, with Marcus Jackson having the opportunity to rotate into a new position once he has served for a longer period.

Motion to nominate and approve Tom Newell as President, Joshua Williams as Vice President, Keili McEwen as Finance Director, and Robert Ruiz as Secretary made by Robert Ruiz. Seconded by Marcus Jackson.

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

8. Consideration and possible action to approve the Kidvation MOU

Presentation and possible action of the Kidvation Memorandum of Understanding (MOU) made by HOS Erin Robins. Kidvation did not charge VPrepOK last school year, as the school piloted their program in a virtual setting. The MOU is for \$299 for the 24-25 SY.

Motion made by Robert Ruiz. Seconded by Marcus Jackson.

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

9. Presentation and possible action to approve the FY2025 Estimate of Needs

Presentation and possible action made by David Harp, Board Treasurer. Treasurer Harp went over the Financial Statement of the Various Funds for the Fiscal Year Ending June 30, 2025 in the amount of \$1,320,094.40. This is up from about \$898,000.00 from the 23-24 SY. Board members need to stay for signatures after the meeting, so the treasurer may deliver these items to Oklahoma County. The only local revenue the school has is the interest generated on the bank account.

Motion to approve as presented made by Robert Ruiz. Seconded by Marcus Jackson.

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

10. Presentation and possible action to approve encumbrances.

No board action taken as there were no new ere were no new encumbrances for September 2024.

11. Presentation and possible action to approve Aug/Sept. credit card purchases.

There are two charges that HOS Erin Robins brought to the board as TFCU does not currently have a statement available for the credit card purchases.

Motion to approve Robert Ruiz. Seconded by Marcus Jackson.

Marcus Jackson – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

12. Presentation and possible action to approve the financial report.

David Harp, Board Treasurer, presented the financial update. The initial state aid payment of 9%, along with textbook and IDEA funding, has been received. The current cash balance is \$296,693.40, which includes \$184,000 of SRO funding received from the state.

Member Williams asked HOS Erin Robins to prioritize understanding the stipulations for spending the \$184,000 in SRO funding. Legal counsel emphasized the importance of maintaining strong documentation on how the funds are used, as the OSDE has provided limited guidance. Legal recommended not spending the funds until there is a clear, approved plan, given the likelihood of increased scrutiny on virtual schools. Member Ruiz asked for clarification on whether the funds could be used for cybersecurity purposes.

Motion to approve the financial report made by Robert Ruiz. Seconded by Marcus Jackson.

Marcus Jackson – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

13. Board Member Comments

Member Jackson reported that The Bridge, in collaboration with their Community Care Coordinator, has identified five VPrepOK students currently attending the youth center. One of their needs is a facility where students can spend the entire day. The Community Care Coordinator has proposed serving as the Learning Coach in the mornings from 8 a.m. to noon. The center is exploring grant and funding opportunities to extend its hours and remain open all day, rather than just starting at noon.

Parents have expressed a need for all-day access to the center, and if funding is secured, the center could offer additional STEM and PE programs on-site. The center also has a bus and might provide transportation for students within a certain distance. Legal counsel noted that if VPrepOK wishes to have a teacher present at the center during specific times in the future, this could be discussed further.

14. Public Comments

Barry Schmelzenbach from the Oklahoma Statewide Charter School Board provided updates and comments regarding the situation at the OSDE. He noted that there are issues with both the first and second rounds of Title funding calculations, which were found to be incorrect. The OSDE is facing challenges with staff expertise and institutional knowledge, causing uncertainty about the resolution and timeline. Although there are ongoing discussions behind the scenes, no guarantees can be made at this point. Barry also mentioned that several charter schools have seen increases in Title funding and are being advised to monitor these funds closely, as the OSDE might request repayment in the future.

David Harp informed the board that we have received approximately \$184,000 in SRO funds. Barry confirmed that we qualify for this funding and encouraged us to use it creatively. HOS Erin Robins inquired about any specific guidelines for using these funds. The funds have been distributed and can be used in accordance with the law.

Erin Robins suggested considering the hiring of a part-time SRO or similar role to track student security and safety. On the morning of September 9, 2024, Kimberly Murphy from the Title Services office at OSDE met with Erin Robins and Blaire Harrison to help assist in getting financials aligned with OSDE requirements.

Legal counsel Bill Hickman stated that new legislation and statutes requiring updated policies have been finalized and will be presented for approval at the next board meeting.

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.

15. Adjournment

Motion to adjourn meeting made Robert Ruiz. Motion seconded by Marcus Jackson.

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

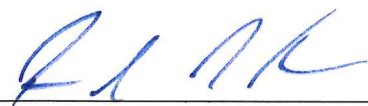
Meeting adjourned at 5:25 PM.

These Minutes were approved on October 14, 2024 by the Board of Education of VPA:

Tom R Newell President
Printed Name & Title


Signature

Robert M. Ruiz, Secretary
Printed Name & Title


Signature