

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

MINUTES

Monday, April 14th @ 4:00 p.m.

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

Called to order 4:08 P.M.

Board Members:

*Marcus Jackson – Member – Present
Keili McEwen – Finance Director – Present
Robert Ruiz – Secretary – Present
Joshua Williams – Vice President – Present
Jill Shero-McDaniel – Member – Absent*

Guests:

*Erin Robins – Head of School
David Harp – Treasurer
Blair Harrison – Minutes Clerk
Brad Talley – School Principal
William Hickman – Legal
Megan Sandoval – ACCEL Regional Vice President
Brandon Hull – ACCEL Financial Team
Valerie Joseph – ACCEL Financial Team
Stephen Narcisse - 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 following items:

2. Minutes from March 2025, regular board meeting.
3. Updated encumbrances- #75-76
4. March credit card statement
5. Financial Report 3/1/25 – 3/31/25

During the meeting, Member Williams inquired about the financial report. The current balance is \$180,073.07, and the School Activity Fund stands at approximately \$395, though the exact amount was unclear.

Member McEwen requested clarification on Code 4210, which pertains to the Title I budget. The total budget for this line item is \$110,030.93. As of March 31, 2025, \$75,000 has been claimed, with the remaining amount expected by June 30, 2025.

It was also noted that the credit card is paid automatically on its due dates.

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

Marcus Jackson – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

Discussion & Update Items

6. School update- Erin Robins

a. Upcoming events and enrollment updates

The board received updates on marketing efforts, including a new marketing position and recent advertising initiatives. While most schools have previously handled marketing through a stipend position, ACCEL has brought in new marketing firms to enhance social media and digital marketing strategies. Stephen Narcisse noted that other schools have also been requesting a dedicated marketing position. In response, the ACCEL marketing team is working to meet these requests by increasing on-the-ground support for marketing and recruitment efforts.

Member Williams asked whether the school is targeting specific populations. Head of School Erin responded that she would invite the ACCEL marketing team to a future meeting to explain how they are identifying and reaching target populations. ACCEL Regional Vice President, Megan Sandoval stated they have hired John Lewis as the new Director of Marketing, He has played a key role in bringing in these new firms. Megan added that the team would be available to present at an upcoming meeting.

b. Testing updates

Overview of virtual testing was provided.

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 approve the temporary appropriations

School Treasurer David Harp explained that temporary appropriations must be approved by the board and filed with the county each year. This document is required to ensure the school can continue operations beginning July 1, 2025.

Motion to approve the temporary appropriations made by Keili McEwen. Seconded by Marcus Jackson.

Marcus Jackson – Yes
Keili McEwen – Yes
Robert Ruiz – Yes
Joshua Williams – Yes

8. Executive Session: Motion to enter executive session as provided for in 25 O.S. 307(B)(14) to engage in confidential communications between a public body and its attorney concerning a pending investigation determining that the disclosure would seriously impair the ability of the public body to conduct the investigation.

8.1 (Action) Vote to convene into Executive Session.

8.2 (Action) Vote to return to Open Session.

8.3 Reading of Executive Session Minutes.

A motion to enter into Executive Session was made by Robert Ruiz and seconded by Marcus Jackson.

Marcus Jackson – Yes
Keili McEwen – Yes
Robert Ruiz – Yes
Joshua Williams – Yes

An action was made to return to open session by Marcus Jackson and seconded by Robert Ruiz.

Marcus Jackson – Yes
Keili McEwen – Yes
Robert Ruiz – Yes
Joshua Williams – Yes

The Board entered into executive session. Initially, only the Board and legal counsel were present. The Board then invited the school treasurer, Mr. Harp, to join the session along with the attorney. Subsequently, school representatives were also brought in. No votes were cast, and no action was taken during the executive session.

9. Consideration and possible action on items discussed in executive session.

Motion made that all ACH and wire payments between ACCEL and VPrepOK be paused pending further board action and that any email communication from this point forward not include any banking account details be Keili McEwen. Seconded by Robert Ruiz.

Marcus Jackson – Yes
Keili McEwen – Yes
Robert Ruiz – Yes
Joshua Williams – Yes

10. Board Member Comments

Member Ruiz acknowledged that challenges like these are not uncommon and emphasized the importance of trusting the process. He encouraged everyone to remain open to the developments and potential solutions that may arise. He also clarified that nothing that takes place during the meetings is intended to be punitive, but rather is done in the best interest of the school.

11. 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.

12. Adjournment

Motion to adjourn meeting made by Keili McEwen. Seconded by Marcus Jackson.

Marcus Jackson – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams - Yes

Meeting adjourned at 6:49 PM.

These Minutes were approved on May 12, 2025 by the Board of Education of VPA:

Joshua S. Williams, President
Printed Name & Title

[Signature]
Signature

Robert M. Ruiz
Printed Name & Title

[Signature]
Signature