

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

MINUTES

Monday, May 12th @ 4:00 p.m.

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

Call to order at 4:05 PM.

Board Members:

Marcus Jackson – Member – Present – entered at 4:28

Keili McEwen – Finance Director – Present

Robert Ruiz – Secretary – Present

Jill Shero-McDaniel – Member – Present

Joshua Williams – Vice President – Present

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

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 April 2025, regular board meeting.
3. Updated encumbrances- #77-78
4. April 2025 credit card statement
5. Financial Report 4/1/25 – 4/30/25

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

Marcus Jackson – Absent at time of vote

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

Jill Shero-McDaniel – Yes

Discussion & Update Items

6. School update- Erin Robins
 - a. Upcoming events and enrollment updates

The school is hiring a local marketing representative to attend community events across the state.

Enrollment is currently open. The Student Success Team is prioritizing re-enrollment of current students. Once that is complete, the focus will shift to new student enrollments for the summer.

The school was recently nominated in Metro Family Magazine and is also exploring advertising opportunities in their publication.

- b. USDE Title VI Letter

Included on recommendation from legal Bill Hickman for transparency purposes to show compliance with items referenced in the document.

- c. Testing updates

The school successfully achieved 100% student participation in this year's remote state testing. Staff rated the experience 4 out of 5, noting great teamwork and flexibility despite some challenges.

Key Challenges:

- ***Platform Switching:*** Moving between Big Blue Button (Canvas) and the testing portal created confusion, delays, and limited proctor support.
- ***Group Size Limits:*** Restricting sessions to 10 students per grade level made scheduling and make-up testing difficult.
- ***Technical Issues:*** Frequent problems included kiosk bugs, black test screens, random password resets, and students disappearing from proctor view.

Recommendations for OSDE:

- *Integrate all testing functions into a single platform.*
- *Increase student capacity per session.*
- *Provide earlier communication and planning guidance.*

The school is proud of the team's effort.

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. Presentation and possible acceptance of the Virtual Prep Academy SY 23_24 Dropout Report from OSDE

Head of School Erin Robins shared the 2023–24 Dropout Report, which showed one student classified as a dropout last year. This report will be presented to the board earlier in the year moving forward.

Motion to approve Virtual Prep Academy SY 23-24 Dropout Report from OSDE

made by Keili McEwen. Motion seconded by Robert Ruiz.

Marcus Jackson – abstained from vote

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

Jill Shero-McDaniel – Yes

8. Presentation and possible action to approve the preliminary budget for SY 25-26- Stephen Narcise and/or Valerie Joseph

Stephen Narcise from the ACCEL Financial Team presented the detailed FY26 budget to the board. Enrollment projections are trending upward, and 11th grade will be added in the next school year. Revenue projections are based on 326 students enrolled in the first nine weeks. The school continues to show year-over-year improvement.

To manage costs while maintaining effective instruction, the high school will adopt a shared services model. This approach is expected to save the school approximately \$200,000 in salaries for the upcoming year. As enrollment increases, the school will transition to fully staffing these positions at the school level.

Attorney Bill Hickman noted that the authorizer requires a formal shared services agreement between the school and any entity providing shared staff. Legal counsel will work with the school treasurer to ensure proper structure and compliance, including reviewing how funding will flow for these roles. This item will be revisited at the June 2025 board meeting.

The Head of School confirmed that a similar model is already in place for elective teachers and that shared staff salaries are reported in the OCAS system and the OSDE Personnel Report. Clarification is needed on how "shared services" is being defined in this context.

The school is projected to cover all operational costs, along with some curriculum and technology expenses, in FY26.

Motion to approve the preliminary FY 2026 budget made by Robert Ruiz. Motion seconded by Marcus Jackson.

Marcus Jackson – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

Jill Shero-McDaniel – Yes

9. Board Member Comments

Legal Bill Hickman reminded the board that June board meeting will cover several key items, including:

- *Review of the education management company*
- *Review of board member terms and officer positions*
- *Renewal of contracts for the encumbrance clerk and board treasurer*

Additionally, several new policies resulting from the current legislative session will need to be adopted or amended to ensure compliance.

Member Williams reminded all board members and staff to remain vigilant and exercise caution regarding suspicious emails to help prevent cybersecurity threats.

10. Public Comments

Dr. Wilkinson expressed appreciation for the team's willingness to pilot remote testing.

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.

11. Adjournment

Motion to adjourn made by RR Seconded by KM

Marcus Jackson – Yes

Keili McEwen – Yes

Robert Ruiz – Yes

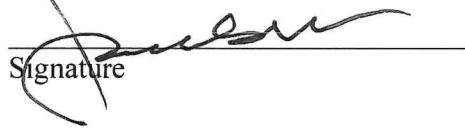
Jill Shero-McDaniel – Yes

Joshua Williams – Yes


Meeting adjourned at 4:58 PM.

These Minutes were approved on June 9, 2025 by the Board of Education of VPA:

Joshua S. Williams
Printed Name & Title


Signature

Robert Ruiz - Secretary
Printed Name & Title


Signature

