

VIRTUAL PREPARATORY ACADEMY OF OKLAHOMA INC
BOARD MEETING

OPSRC, 309 NW 13th Street, Suite
103 Oklahoma City, OK 73103

MINUTES

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

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

Call to order at 4:01 PM.

Board Members:

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

Guests:

*Erin Robins – Head of School
David Harp – Treasurer
Blair Harrison – Minutes Clerk
Amber VanBuskirk – School Registrar/Minutes Clerk
Brad Talley – School Principal
William Hickman – Legal
Megan Sandoval – ACCEL Regional Vice President
Valerie Joseph – ACCEL Financial Team
Rhonda Bellah – Encumbrance Clerk
Skyler Lusnia – SCSB, Director of School Performance,
Eleona Revis – SCSB, Financial Compliance Officer*

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 May 2025, regular board meeting.
3. May 2025 credit card statement
4. Financial Report 5/1/25 – 5/31/25

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

*Keili McEwen – Yes
Robert Ruiz – Yes
Joshua Williams – Yes
Jill Shero-McDaniel – Yes*
Discussion & Update Items

5. School update- Erin Robins
 - a. Marketing and Enrollment Updates

Head of School Erin Robins shared with the board that marketing efforts are being adjusted based on last year's results. A new local contractor, Madison, has been hired to work with ACCEL, focusing on attending local events this summer and managing the school's social media.

Enrollment Updates:

Erin reported that retention rates from SY24-25 were strong. Current enrollment for SY25-26 stands at 205 students in grades K-11.

Aviation Program:

The school is hoping to renew its aviation contract, which will add the Aviation 2 course and strengthen the partnership between VPrep and the Aviation Academy in Norman, OK. Member Williams suggested that a press release highlighting this partnership could help with marketing efforts and showcase the various pathways aviation offers.

Staffing:

Erin also noted that only one new staff member will be joining the team this fall, and there are no plans to make any other permanent hires at this time.

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. Presentation and possible discussion regarding the Statewide Charter School Board school year 2023-2024 Annual Performance Framework Report - Skyler H. Lusnia CPA, CIA, Director of School Performance, SCSB

Director of School Performance, Statewide Charter School Board, Skyler Lusnia presented on the 23-24 Annual Performance Framework overview.

No action taken.

7. Presentation and possible action to approve the request for temporary appropriations form 307

Board Treasurer David Harp presented the request for supplemental appropriations, Form 307.

A motion was made by Robert Ruiz to approve the request for supplemental appropriations, changing the language from "temporary appropriations" to "supplemental appropriations." The motion was seconded by Jill Shero-McDaniel.

*Keili McEwen – Yes
Robert Ruiz – Yes
Joshua Williams – Yes*

Jill Shero-McDaniel – Yes

8. Discussion and possible action to approve the ESA between Norman Public Schools/Oklahoma Aviation Academy and Virtual Prep Academy for SY 25-26

Presentation made by Head of Schools, Erin Robins to approve the ESA between Norman Public Schools/Oklahoma Aviation Academy and Virtual Prep Academy with updates for the SY 2025-2026.

Motion to approve the ESA between Norman Public Schools/Oklahoma Aviation Academy and Virtual Prep Academy for SY 25-26 made by Robert Ruiz. Motion seconded by Keili McEwen.

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

Jill Shero-McDaniel – Yes

9. Discussion and possible action to approve the VPA electronic device policy

Discussion lead by Legal, William Hickman on how this policy and legislation will work in a virtual learning environment.

Motion to approve the VPA electronic device policy made by Robert Ruiz. Motion seconded by Jill Shero-McDaniel.

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

Jill Shero-McDaniel – Yes

10. Discussion and possible action to re-instate ACH payments

Discussion led by Board President Williams, Head of School Erin Robins, and Board Treasurer David Harp. The board previously suspended ACH transactions at the April 2025 meeting. This item is a request by the administration to reinstate ACH payments.

A motion to table the item was made by Robert Ruiz and seconded by Jill Shero-McDaniel.

Keili McEwen – Yes

Robert Ruiz – Yes

Joshua Williams – Yes

Jill Shero-McDaniel – Yes

11. Discussion and possible action to approve the encumbrance clerk contract for SY25-26

The board took action and voted on this item in between items 1 and 2. The board discussed the encumbrance contract for SY25-26.

Motion to approve the contract as presented made by Keili McEwen. Motion seconded by Robert Ruiz.

*Keili McEwen – Yes
Robert Ruiz – Yes
Joshua Williams – Yes
Jill Shero-McDaniel – Yes*

12. Discussion and possible action to approve the treasurer contract for SY25-26

The board discussed the treasurer contract for SY25-26.

Motion to approve the treasurer contract with as amended signature by Board, not Head of Schools, as made by Keili McEwen. Motion seconded by Robert Ruiz.

*Keili McEwen – Yes
Robert Ruiz – Yes
Joshua Williams – Yes
Jill Shero-McDaniel – Yes*

13. Discussion and possible action to approve the legal services contract SY 25-26

The board discussed the legal services contract for SY 25-26.

Motion to approve the legal services contract for SY25-26 made by Keili McEwen. Motion seconded by Robert Ruiz.

*Keili McEwen – Yes
Robert Ruiz – Yes
Joshua Williams – Yes
Jill Shero-McDaniel – Yes*

14. Discussion and possible action to approve the Sylogist contract for SY 25-26

The board discussed the Sylogist contract for SY25-26.

Motion to approve the Sylogist contract for SY 25-26 made by Robert Ruiz. Motion seconded by Keili McEwen.

*Keili McEwen – Yes
Robert Ruiz – Yes
Joshua Williams – Yes
Jill Shero-McDaniel – Yes*

15. Discussion and possible action to reappoint board member in expiring seat B Marcus Jacson to a standard 3 year term beginning July 1 2025.

Discussion lead by Legal, Bill Hickman over required board appointments. This is specific to Seat B.

Motion to approve the expiring Seat B position of Marcus Jackson to a standard 3-year term beginning July 1, 2025 made by Robert Ruiz. Motion seconded by Jill Shero-McDaniel.

*Keili McEwen – Yes
Robert Ruiz – Yes
Joshua Williams – Yes
Jill Shero-McDaniel – Yes D*

16. Discussion and possible action to reappoint board member in expiring seat E Jill Shero-McDaniel to a standard 3 year term beginning July 1 2025.

Discussion lead by Legal, Bill Hickman over required board appointments. This is specific to Seat E.

Motion to approve the expiring Seat E position of Jill Shero-McDaniel to a standard 3-year term beginning July 1, 2025 made by Robert Ruiz. Motion seconded by Jill Shero-McDaniel.

*Keili McEwen – Yes
Robert Ruiz – Yes
Joshua Williams – Yes
Jill Shero-McDaniel – Yes*

17. Discussion and possible action to appoint board officers

Discussion made by Board President Joshua Williams and Legal William Hickman to appoint board officers.

*The slate of officers will be:
Joshua Williams – President
Marcus Jackson – Vice President
Robert Ruiz – Secretary
Keili McEwen – Finance Director
Jill Shero-McDaniel - Member*

Motion to appoint board officers made by Robert Ruiz. Motion seconded by Keili McEwen.

*Keili McEwen – Yes
Robert Ruiz – Yes
Joshua Williams – Yes
Jill Shero-McDaniel – Yes*

18. 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

i. Vote to Convene in Executive Session

Motion made by Robert Ruiz to enter Executive Session. Motion seconded by Keili McEwen.

*Keili McEwen – Yes
Robert Ruiz – Yes
Joshua Williams – Yes
Jill Shero-McDaniel – Yes*

ii. Vote to Acknowledge Return to Open Session

Motion made by Robert Ruiz to return to Open Session. Motion seconded by Keili McEwen.

*Keili McEwen – Yes
Robert Ruiz – Yes
Joshua Williams – Yes
Jill Shero-McDaniel – Yes*

iii. Executive Session Minutes

The Board entered Executive Session with all board members present, along with legal counsel. No votes were taken, and no actions were made during the Executive Session.

19. Discussion and possible action regarding the matters discussed in Executive Session

Motion to approve EMO evaluation as discussed in Executive Session made by Robert Ruiz. Motion seconded by Jill Shero-McDaniel.

*Keili McEwen – Yes
Robert Ruiz – Yes
Joshua Williams – Yes
Jill Shero-McDaniel – Yes*

20. Board Member Comments

Member Williams said that the overall evaluation was positive. The comments were based on a place to collaborate and work on together as we move forward.

Member Shero-McDaniel said that our state evaluation spoke to how successful VPrepOK is as an organization.

21. 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.

22. Adjournment

Motion to adjourn made by Robert Ruiz. Seconded by Keili McEwen.

Keili McEwen – Yes

Robert Ruiz – Yes

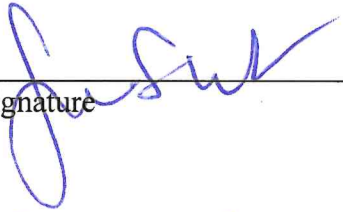
Jill Shero-McDaniel – Yes

Joshua Williams – Yes


Meeting adjourned at 6:31 PM.

These Minutes were approved on JULY 2, 2025 by the Board of Education of VPA:

- Joshua Williams, President
Printed Name & Title

- 
Signature

- Robert M. Ruiz, Secretary
Printed Name & Title

- 
Signature

