

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

**MINUTES**

**Monday, October 13<sup>th</sup> @ 4:00 p.m.**

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

*Call to order at 4:05PM*

*Board Members:*

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

*Guests:*

*Erin Robins – Head of School  
David Harp- Treasurer  
Amber VanBuskirk – Minutes Clerk  
Brad Talley – School Principal  
William Hickman – Legal  
Valerie Joseph – ACCEL Financial Team  
Stephen Narcisse – ACCEL  
Rachel Hagan- ACCEL Enrollment / Marketing  
Megan Sandoval- ACCEL Regional Vice President*

**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 September 2025, regular board meeting
3. Encumbrance 43-44
4. Financial Report 9/1/25 – 9/30/25
5. Annual approval of the Student Activity Fund Sub Accounts
  - *Motion to approve the Consent Agenda made by Robert Ruiz. Motion seconded by Jill Shero-McDaniel. No Discussion.*
    - *Joshua Williams – Yes*
    - *Robert Ruiz – Yes*
    - *Jill Shero-McDaniel- Yes*

**Discussion & Update Items**

6. Marketing and Enrollment Update- Rachel Hagen, ACCEL Schools

*Rachel Hagan discussed enrollment trends over time, how things are currently looking, marketing plans moving forward, how the team gathers and uses data, and shared future projections.*

*Brad Talley attended the Cordell Pumpkin Festival event – it was a great success and a wonderful time!*

7. Discussion for possible usage of school security funding

*Erin Robins: Topic was revisited to determine if any additional input or recommendations should be included.*

*David Harp- State provided funding to all schools (including Virtual) the first 2 years, however, funding was not extended into year three. School wants to provide a formal request letter to the SDE to continue this funding. We currently use GoGuardian for cybersecurity protection and we are really interested in expanding to additional feature to enhance digital safety. Discussion will continue at November 2025 Board Meeting.*

*Bill – Mentioned SRO (Security Resource Officer) could be utilized even at our Events.*

**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.

8. Discussion and possible action to approve the updated 25-26 parent/student handbook

- *Motion to approve the updated 25-26 Parent/Student Handbook made by Robert Ruiz. Motion seconded by Jill Shero-McDaniel.*

*-Same Information in Handbook, with the addition of 11<sup>th</sup> grade.*

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

9. Presentation and possible action to acknowledge the updated ACCEL Schools employee handbook.

- *Motion to approve the acknowledgement of the updated ACCEL Schools employee handbook made by Robert Ruiz. Motion seconded by Jill Shero-McDaniel.*

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

10. Presentation and possible action to approve the 25-26 VPA district/site reading plan

- *Motion to approve the 25-26 VPA District/site reading plan made by Jill Shero-McDaniel. Motion seconded by Robert Ruiz.*

*Brad Talley- Reviewed the Reading Sufficiency Act (RSA), now known as Strong Readers Act. The plan focuses on grades K–3. I-Ready continues to be used as the Reading and Dyslexia Screener, identifying characteristics but **not** providing diagnoses. Students scoring 39% or below are placed on a **Student Literacy Intervention Plan (SLIP)** per state requirements, with teachers providing small-group interventions. Families receive results at each testing window (BOY, MOY, EOY), and end-of-year recognition is given for student growth.*

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

**11. Executive Session: Motion to enter executive session as provided for in 25 O.S. 307(B)(4) 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.**

6.1 (Action) Vote to convene into Executive Session.

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

6.2 (Action) Vote to return to Open Session.

- *Motion to Return to Open Session made by Robert Ruiz. Seconded by Jill Shero-McDaniel*

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

6.3 Reading of Executive Session Minutes

- *Talked about items on Agenda. Erin Robins, Valerie Joseph, Stephen Narcisse, Megan Sandoval, David Harp, and William Hickman at Executive Session.*

**12. Consideration and possible action on items discussed in executive session.**

- *Motion for Consideration and possible action on items discussed in executive session made by Robert Ruiz. Seconded by Jill Shero-McDaniel.*

- *Joshuah Williams – Yes*
- *Robert Ruiz – Yes*
- *Jill Shero-McDaniel - Yes*

**13. Board Member Comments**

*Jill Shero-McDaniel – Expressed interest in holding a discussion regarding assessments and State Grading. Bill Hickman suggested creating a committee to review these topics in detail and bring forward formal recommendations/concerns at later meetings.*

**14. Public Comments**

*No 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.

**15. Adjournment**

*Adjournment at*

- *Motion to adjourn made by Robert Ruiz. Motion seconded by Jill Shero-McDaniel.*
  - *Joshuah Williams – Yes*
  - *Robert Ruiz – Yes*
  - *Jill Shero-McDaniel – Yes*

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

Joshua Williams, President

Printed Name & Title

Signed by:

*Joshua Williams*

Signature

Robert Ruiz

Secretary

Printed Name & Title

DocuSigned by:

*Robert Ruiz*

Signature