

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

MINUTES

Monday, December 8th @ 4:00 p.m.

Link to join meeting virtually: [Join the meeting now](#) (email erobins@vprepok.org to request a link to join live)

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

Call to order at 4:04pm

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
Amber VanBuskirk – Minutes Clerk
Brad Talley – School Principal
William Hickman – Legal
Valerie Joseph – ACCEL Financial Team
Maria Munoz – Auditor, Bledsoe Hewett and Gullekson
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 October 2025, regular board meeting
3. Change order listing (PO 5) 10/29/25
4. Encumbrance 43-44
5. Credit Card Statement 12_2_25
6. Financial Report 10/1/25 – 11/30/25
 - *Motion to approve the Consent Agenda made by Robert Ruiz with a recommendation to correct the numbering error in the October minutes.. Motion seconded by Keili McEwen.*
 - *Joshua Williams – YES*
 - *Robert Ruiz – YES*

- Keili McEwen – YES
- Jill Shero-McDaniel – YES

Discussion & Update Items

7. SY 24-25 Audit report presented by Bledsoe Hewett and Gullekson

Maria Munoz from Bledsoe Hewett and Gullekson reviewed the audit findings with the board and reported that no weaknesses or deficiencies were identified during the audit. There were no significant findings, and the audit is considered clean.

David Harp discussed the IRS Form 990 (required annually to maintain nonprofit compliance), David Harp reached out to Arledge CPA firm and received a quote of \$5,615 for the first year and \$4,600 for the second year. An extension has already been filed for FY25 which is due May 15 2026. FY24 has not yet been filed yet. David Harp felt the quote from Arledge was high and will get additional quotes to present to the board next month.

8. Update on school security funding

David Harp explained that VPrep received the remaining school security funding that was owed. Per Erin Robins, we will explore SRO options and Bill Hickman stated that he will provide a copy of the template that other schools already have in place for utilizing the school security funds.

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.

9. Discussion and possible action to approve the SY 24-25 Audit report by BHG

- *Motion to approve SY 24-25 Audit Report by BHG made by Keili McEwen. Motion seconded by Jill Shero-McDaniel.*
 - Joshua Williams – Yes
 - Robert Ruiz – Yes
 - Keili McEwen – Yes
 - Jill Shero-McDaniel – Yes

10. Discussion and possible action to approve ACH payments to ACCEL

- *Motion to approve ACH payments to be made to ACCEL Schools only per the Virtual Prep Academy's Financial Policy, effective 12/8/2025 and moving forward made by Robert Ruiz Motion seconded by Keili McEwen.*
 - Joshua Williams – Yes
 - Robert Ruiz – Yes
 - Keili McEwen – Yes
 - Jill Shero-McDaniel – Yes

11. Discussion and possible action to determine the FY 2026 regular board meeting dates, time and location.

Erin Robins shared the suggested dates, times and locations which will keep with the second Monday of every month- 4pm at the same meeting room.

- *Motion to approve FY 2026 regular board meeting dates, time and location made by Robert Ruiz. Motion seconded by Keili McEwen.*
 - *Joshua Williams – Yes*
 - *Robert Ruiz – Yes*
 - *Keili McEwen – Yes*
 - *Jill Shero-McDaniel – Yes*

12. Board Member Comments

13. Public Comments

- *Erin Robins stated that our School State Report Card is now on the state reporting website –Virtual Prep Academy received a C overall. An A in chronic absenteeism, a C in Growth. Bill Hickman recommended that we put on Agenda for January 2026 and provide paperwork.*
- *Megan Sandoval and Sara Berger will attend in person at the board meeting in January 2026. Megan Sandoval explained some transitions in roles at ACCEL.*

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.

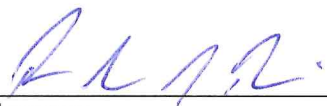
14. Adjournment

Adjournment at 4:34pm.

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

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

Robert M. Ruiz, Secretary
Printed Name & Title


Signature

Keili McEwen, Finance Chair
Printed Name & Title


Signature