

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

Minutes

Monday, January 12th @ 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 4:06PM.

Board Members:

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

Guests:

*Erin Robins – Head of School- Present
David Harp- Treasurer - Present
Amber VanBuskirk – Minutes Clerk- Present
Brad Talley – School Principal- Present
Blair Harrison- ACCEL Regional Operations Manager- Present
William Hickman – Legal - Present
Valerie Joseph – ACCEL Financial Team-Present
Megan Sandoval- ACCEL Regional Vice President- Present
Sarah Berger- ACCEL Exec Head of Schools- Present*

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 December 2025, regular board meeting
3. Credit Card Statement 1_2_26
4. Financial Report 12/1/25 – 12/31/25
 - *Motion to approve the Consent Agenda made by Keili McEwen. Motion seconded by Jill Shero-McDaniel.*
 - *Robert Ruiz-YES*
 - *Keili McEwen- YES*
 - *Jill Shero-McDaniel-YES*

Discussion & Update Items

5. School updates, college courses through Oklahoma Christian University in partnership with TEL Education

Erin Robins has worked with TEL previously.

Virtual Prep Academy of Oklahoma currently has 15 students interested in enrolling this semester at Oklahoma Christian. Students were given the option to take a college course if they are not credit deficient and have a GPA of 3.0 or higher.

- *TEL works with public schools across Oklahoma to increase affordability, accessibility & flexibility.*
- *Flat rate pricing: 3 credit course- \$250 total, no additional costs.*
- *No test score requirements (No ACT or SAT) needed to participate.*
- *Weekly virtual office hours with professors for additional support.*
- *Observer account access in Canvas, real-time grades and progress tracking for counselors/admin.*
- *Associate Degree Program to help students achieve their associates degree by High School graduation.*
- *This program helps meet ICAP requirements and gets A-F report card grades for meeting the College Career Readiness Course piece at Virtual Prep Academy of Oklahoma for High School students.*

Virtual Prep Academy of Oklahoma is going to pay this semester, helping start college credit and boost confidence. Course being offered this semester is College and Career Readiness, it is a 3 hour credit course. If all goes well, we can add more course options in the future. No contract needed for this.

Robert Ruiz asked if courses are transferable to other Universities – Erin Robins said the credits will transfer to most Universities as an elective credit It is always advisable to students to check with their local university before taking a course to see how it will transfer. TEL has an 86% pass rate for courses; we can track students- we get a biweekly report and will not be charged if we need to drop the course before the dropout date. Robert Ruiz inquired about FERPA, Erin Robins stated if kids are logging into secure platform- they are the only ones to see that and FERPA is not an issue.

School Update from Erin Robins:

We are still growing, reached 400 students. In May 2025 we were at 210 students. Looking at hiring an additional Special Education teacher due to a lot of new special education students coming onboard. And having English Language / Gifted Talented be a more specialized position, Kendra Webb will take on this position. We will assess this summer for next school year – see how many students we have going into 26/27 school year.

There is capacity chart on our website for each year – Steadily gaining/growing.

6. Board training updates

Erin Robins asked William Hickman about board training hours: First year 12-15 hours, 2nd year is 3 hours. Keili McEwen asked if calendar year. William Hickman – Fiscal Year July-June. Hours need to be done by June 30, 2026.

7. Megan Sandoval and Sarah Berger from ACCEL

Megan Sandoval- Recently moved into new role. Lots of new schools coming next school year (Iowa, California, Idaho, Colorado). Sarah Berger over more small school region (next year may be more Mid-West Region). Right now, Virtual Prep Academy of Oklahoma is the only school right now that is ahead of projections.

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 Oklahoma Security Services Contract

- *Motion to approve the Oklahoma Security Services Contract made by Keili McEwen. Motion seconded by Marcus Jackson.*

Erin Robins: We have until June 30, 2026 to spend our allocation (\$94,000). Completed application with state, waiting on approval. Next step: board agree to service contract with school securities team (\$3,000 a month through rest of current school year). Security Services works with several virtual schools in state. The security teams would help with Truancy, attend any/all field trips/events (capital day). They have SROs that are CLEET certified. To get to the \$94,000- other ideas to help with spending this allocation: security features (cameras, door security features). William Hickman- due to renting a shared building, may need approval for camera/door security feature. Robert Ruiz: Anti-Theft on devices for teachers? Erin Robins No, we can supplement but cannot supplant. Right now, we have GoGuardian for our students monitoring system – key words students use will notify admin. We can increase this feature if needed.

- *Robert Ruiz-YES*
- *Keili McEwen-YES*
- *Jill Shero-McDaniel-YES*
- *Marcus Jackson-YES*

9. Discussion and possible action to make ACH payments to Rhonda Bellah for Encumbrance services.

David Harp: Rhonda Bellah uses ACH for her other schools. Effective Jan 1, 2026, approve for new encumbrance with LLC.

Robert Ruiz asked how is different?

David Harp: Rhonda Bellah would initiate payment, David Harp and Erin Robins would dual approve, and Rhonda Bellah would still pay herself but would be auto pay into account instead of writing a check to herself.

Robert Ruiz-Mentioned previously that we did want to limit the amount of ACH payments; we

would do case by case with situations. As long as following new policies- Robert Ruiz agrees with doing the ACH payment to Rhonda Bellah.

- *Motion to approve action to make ACH payments to Rhonda Bellah for Encumbrance Services made by Jill Shero-McDaniel. Motion seconded by Marcus Jackson.*
 - *Robert Ruiz-YES*
 - *Keili McEwen-YES*
 - *Jill Shero-McDaniel-YES*
 - *Marcus Jackson - YES*

10. Discussion and possible action to approve Encumbrances 45-48

- *Motion to approve Encumbrances 45-48 made by Keili McEwen. Motion seconded by Marcus Jackson. With understanding to do re-issue of Purchase Order at February 2026 Board Meeting.*
 - *Robert Ruiz-YES*
 - *Keili McEwen-YES*
 - *Jill Shero-McDaniel-YES*
 - *Marcus Jackson-YES*

11. Discussion and possible action to approve the VPA Student Withdraw Policy

Board would like to see more examples on how this would work at February 2026 Board Meeting.

- *Action tabled until February 2026 Board Meeting.*

12. Presentation and possible action to acknowledge The Annual Student College Remediation & Annual 7-12 Dropout Report

Erin Robins: Virtual Prep is required to notify the Board of students identified as dropouts. At this time, there are 28 students listed on the Dropout Report, covering approximately the past year and a half.

The Dropout Report includes information on when a student exited Virtual Prep, including students who completed a school year with us but did not return the following year. In many cases, Virtual Prep is unable to determine where a student enrolled after leaving.

If a student moves out of state, enrollment in the receiving school cannot be verified unless a records request is received, which is required to update the student's exit code from a Dropout Code. If a student transitions to homeschooling, the student may be listed due to the Intent to Homeschool form not being submitted. Some students on the report also reflect periods of non-attendance or time away from school without documented enrollment elsewhere.

Blair Harrison: The 3502 and 3505 codes are the unknown codes, meaning we do not know where the students went. These 28 students did not re-enroll prior to middle of June 2025. 1927 is the state drop out code.

Erin Robins: We do not want to assign Dropout Codes; we make every reasonable effort to locate students and obtain documentation to update exit codes when possible. Despite repeated outreach attempts, there are cases where students and families cannot be reached, and no record requests were received.

- *Motion to acknowledge The Annual Student College Remediation & Annual 7-12 Dropout Report made by Keili McEwen. Motion seconded by Marcus Jackson.*
 - *Robert Ruiz-YES*
 - *Keili McEwen- YES*
 - *Jill Shero-McDaniel-YES*
 - *Marcus Jackson- YES*

13. Board Member Comments

No comments.

14. Public Comments

Jill Shero-McDaniel - Excited about college courses for Virtual Prep Academy of Oklahoma.

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.

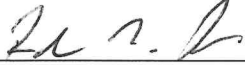
15. Adjournment

Adjournment at 5:09PM.

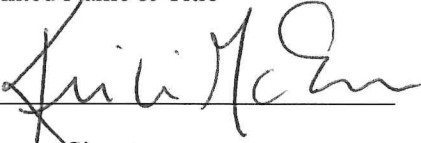
- *Motion to adjourn made by Keili McEwen. Motion seconded by Jill Shero-McDaniel.*
 - *Robert Ruiz-YES*
 - *Keili McEwen- YES*
 - *Jill Shero-McDaniel-YES*
 - *Marcus Jackson-YES*

These Minutes were approved on March 23, 202~~5~~⁶ by the Board of Education of VPA:

Robert M. Ruiz
Printed Name & Title


Signature

Keili McEwen
Printed Name & Title


Signature