

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

Minutes

Monday, April 13th @ 4:00 p.m.

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

1. Call to Order, Roll Call, and Introductions.

Call to order at 4:16PM.

Board Members:

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

Guests:

Erin Robins – Head of School – Present
David Harp – Treasurer - Present
Amber VanBuskirk – Minutes Clerk – Present
Brad Talley – School Principal- 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
Callie Christensen – Success Coach - 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 March 2026, Board Meeting
3. Credit Card Statement 2/7/26 and 3/7/26
4. Encumbrances #50-51
5. Financial Report 3/1/26 – 3/31/26

- *Motion to approve the Consent Agenda made by Robert Ruiz. Motion seconded by Marcus Jackson.*

- Joshua Williams – Yes
- Marcus Jackson – Yes
- Robert Ruiz-Yes

Discussion & Update Items

6. Board Training Reminder.

Erin Robins – Accreditation visit coming up soon – just wanted to remind board members of hours to finish. Lunch & learn coming up on 4/23 if anyone wants to attend. Erin Robins sent out to board for details. Board Members have until end of school year to get hours completed (June 30, 2026).

7. School Updates.

Erin Robins – In the midst of State Testing. ACT (11th grade) testing- completed first round. We are doing some make ups currently. Grades 3-8 started today with the Oklahoma State Testing.

Brad Talley - Always some hiccups on Day 1 – afternoon went much better. We have seen what we need to adjust, and it will run better going forward.

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 budget presented by Valerie Joseph- ACCCEL at the March board meeting.

Robert Ruiz– Great presentation.

- *Motion to approve the Updated 25-26 budget presented by Valerie Joseph- ACCCEL at the March Board Meeting made by Robert Ruiz.*
- Motion seconded by Marcus Jackson.*

- *Joshua Williams – Yes*
- *Marcus Jackson – Yes*
- *Robert Ruiz- Yes*

9. Discussion and possible action to approve the IRS Form 990 - Return of Organization Exempt from Income Tax for 2023 and 2024 reporting years.

David Harp: May 15th is our deadline for the 990 Forms to be filed, with the extensions we received.

Finley & Cooke is the CPA company doing the 990 forms. The cost for Finley &

Cook is \$4,000 to file both years together.

Robert Ruiz- Only issue he sees is he is missing off board of directors' page 7, David Harp will get this fixed.

- Motion to approve the IRS Form 990- Return of Organization Exempt from Income Tax for 2023 and 2024 Reporting Years (with adjustment made to add Robert Ruiz to Board of Directors Page 7) made by Robert Ruiz. Motion seconded by Marcus Jackson.

- Joshua Williams – Yes
- Marcus Jackson – Yes
- Robert Ruiz- Yes

10. Discussion and possible action to approve the application for temporary appropriations for School Year 26-27.

Required until means are approved. Start the year, issue Purchase Orders until we get funds deposited for the School Year.

- Motion to approve the Application for Temporary Appropriations for the School Year 26-27 made by Marcus Jackson. Motion seconded by Robert Ruiz.

- Joshua Williams – Yes
- Marcus Jackson – Yes
- Robert Ruiz- Yes

11. Discussion and possible action to approve the audit contract with BHG for School Year 26-27.

Erin Robins- Went up \$200, making it \$7700 for next School Year.

- Motion to approve the audit contract with BHG for the School Year 26-27 made by Robert Ruiz. Motion seconded by Marcus Jackson.

- Joshua Williams – Yes
- Marcus Jackson – Yes
- Robert Ruiz- Yes

12. Discussion and possible action to approve contract for Treasurer Contract- David Harp School Year 26-27.

David Harp: No fee increase.

- *Motion to approve the contract for Treasurer Contract- David Harp School Year 26-27 made by Robert Ruiz. Motion seconded by Marcus Jackson.*

- *Joshua Williams – Yes*
- *Marcus Jackson – Yes*
- *Robert Ruiz- Yes*

13. Discussion and possible action to approve renewed contract with Norman Public Schools for the Oklahoma Aviation Academy for School Year 26-27.

Erin Robins- The only difference from previous year is an increase in cost due to more courses being offered. Otherwise, cost stayed the same per student. As we grow, I see bigger numbers for the Aviation Academy.

- *Motion to approve renewed contract with Norman Public Schools for the Oklahoma Aviation Academy for School Year 26-27 made by Marcus Jackson. Motion seconded by Robert Ruiz.*

- *Joshua Williams – Yes*
- *Marcus Jackson – Yes*
- *Robert Ruiz- Yes*

14. Discussion and possible action to approve contract for attorney services- Bill Hickman for School Year 26-27.

William Hickman - No changes to contract from prior years.

- *Motion to approve contract for attorney services- Bill Hickman for School Year 26-27 made by Robert Ruiz. Motion seconded by Marcus Jackson.*

- *Joshua Williams – Yes*
- *Marcus Jackson – Yes*
- *Robert Ruiz- Yes*

15. Discussion and possible action to approve contract for encumbrance services- Rhonda Bellah for School Year 26-27.

David Harp- Only difference from previous year is \$25 fee a month increase.

- *Motion to approve contract for encumbrance services- Rhonda Bellah for SY 26-27 made by Robert Ruiz. Motion seconded by Marcus Jackson.*

- *Joshua Williams – Yes*
- *Marcus Jackson – Yes*
- *Robert Ruiz- Yes*

16. Discussion and possible action to approve the updated VPA Attendance and Re-Enrollment Policy

Erin Robins- Merged Attendance Policy with Re-enrollment Policy, makes more sense now.

William Hickman- If approved changed, board approved date on policy.

- *Motion to approve the Updated VPA Attendance and Re-Enrollment Policy made by Marcus Jackson. Motion seconded by Robert Ruiz.*

- *Joshua Williams – Yes*
- *Marcus Jackson – Yes*
- *Robert Ruiz-Yes*

17. Board Member Comments

Robert Ruiz- Reiterate, we are heading in right direction with numbers that we are seeing. Excited for the organization.

Joshua Williams- Appreciates board members stepping in to help keep things moving when he couldn't be here. The school and administration are doing great things, we're grateful for the continued support from everyone involved.

William Hickman- Add Rubric of the next year in May 2026, have for all board so we have it run smoother for June 2026 meeting. If any questions at that time, time to work.

18. 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.


19. Adjournment

Adjourned at 4:48PM.


- *Motion to adjourn made by Marcus Jackson. Motion seconded by Robert Ruiz.*
 - *Joshua Williams – Yes*
 - *Marcus Jackson – Yes*
 - *Robert Ruiz – Yes*

These Minutes were approved on May 11, 2026 by the Board of Education of VPA:

Robert Ruiz Secretary
Printed Name & Title


Signature

Keili McSwain, Finance Chair
Printed Name & Title


Signature