



**APPROVED 5/30/2017**

Oklahoma Connections Academy  
**MINUTES OF THE BOARD OF DIRECTORS SPECIAL MEETING**  
Tuesday, April 25, 2017 at 4:00 p.m. CT

Held at the following location and via Teleconference:

Hardesty Library  
8316 E. 93<sup>rd</sup> Street  
Tulsa, OK 74133

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**I. Call to Order**

Mr. Sullivan called the meeting to order at 4:45 p.m., when all participants were present and able to hear each other.

**II. Statement of Compliance with the Open Meeting Act**

Mr. Sullivan confirmed the Board Meeting Agenda had been posted in accordance with the Oklahoma Open Meeting Act.

**III. Roll Call**

Board Members Present: Bob Sullivan, D'Andre Fisher, and John Tidwell (in person); Jennifer Williams (via phone, not voting);

Guests: Tammy Shepherd, School Leader (in person); Jay W. Ragley, Bryce Adams, Tanya Lee, Missy Nelson, Megann Arthur, and Kristin DeGroff, Connections Staff (via phone).

**IV. Public Comment**

There were no comments at this time.

**V. Routine Business**

a. Approval of Agenda

Mr. Sullivan asked the Board to review the Agenda distributed prior to the meeting. He asked whether the Board requested any changes be made to the agenda. There being no changes requested, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the April 25, 2017 Oklahoma Connections Academy Board of Directors Special Meeting, as presented, is hereby approved.

The motion passed unanimously.

## VI. Consideration of Board Member Candidate: Charlie Daniels

Mr. Sullivan provided the Board with some brief background information on Mr. Daniels and his interest in the Board. Board members discussed the candidate, and expressed their support of his appointment. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that Charlie Daniels as a Board Member of Oklahoma Connections Academy, as a Class 2 Director, with a term ending at the Annual Meeting 2017, is hereby approved.

The motion passed unanimously.

## VII. Oral Reports

### a. Principal's Report

#### i. Update on Graduation Plans and End of Year Activities

Ms. Shepherd advised the Board of the school's planning for the upcoming high school graduation ceremony and encouraged Board members to attend. She further reviewed upcoming student field trips and end of year activities.

#### ii. Update on School Calendar and Staff Communications

Ms. Shepherd provided the Board with an update on this item. She reviewed the proposed school calendar for the 2017-2018 School Year, including the changes being made that will affect the allocation of personal days for school staff. Ms. Shepherd further discussed that all proposed school calendar changes that affect staff member work schedules are outlined in the proposed revisions to the Employee Handbook.

#### iii. Update on Telecommunications Services

Ms. Shepherd reviewed the proposal for hosted Voice over Internet Protocol (VOIP) Services as included in the Board meeting materials. She further reviewed the benefits and budget effects of the communications upgrade, including eliminated costs and fees and increased mobility for staff. The Board expressed their support of the upcoming communications transition.

#### iv. College Remediation Report

Ms. Shepherd reviewed the school's annual College Remediation Report in detail. She discussed data regarding students who had previously graduated from the school, in comparison with graduates from around the state. The Board discussed the report in detail, and thanked Ms. Shepherd for her dedication to student success.

### b. Financial Report

Ms. Lee reviewed the financial materials included in the Board materials in detail, highlighting the budget and forecasting areas of the financial statements. She reviewed the revenue and expense statements, and discussed specific line items of interest with the Board.

## VIII. Consent Items

Mr. Sullivan asked the Board members whether there were any items from the Consent Items that they wished to have moved to Action Items for discussion, or tabled. Ms. Shepherd provided a brief clarification on Consent Item (d) Approval of Staff Compensation Plan for the 2017-2018 School Year. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the February 22, 2017 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of School Calendar for the 2017-2018 School Year;
- d. Approval of Staff Compensation Plan for the 2017-2018 School Year; and
- e. Approval of Revision(s) to the Employee Handbook; are hereby approved.

The motion passed unanimously.

## IX. Action Items

- a. Consideration of Connections Academy of Oklahoma, LLC Invoices for February and March

Ms. Williams reviewed in detail the Connections Academy invoices for the months of February and March as drawn from the financial report reviewed earlier in the meeting and included in the Board materials. She noted that she had reviewed the invoices and found them to be in order. She also asked the Board members whether they had any questions on the invoices or if any items required further explanation. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Connections Academy of Oklahoma, LLC invoices for the months of February, in the amount of \$172,256.20, and March, in the amount of \$225,926.63, as presented, are hereby approved.

The motion passed unanimously.

- b. Consideration and Appointment of School Activity Fund Custodian and Petty Cash Custodian

Ms. Shepherd presented this item to the Board, and reviewed the appointment of a custodian for the School Activity Fund and Petty Cash. Board members reviewed the responsibilities of the custodian, and nominated Ms. Shepherd as custodian. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of the School Leader as School Activity Fund Custodian and Petty Cash Custodian, as discussed, are hereby approved.

The motion passed unanimously.

- c. Consideration of Service Agreement for the 2017-2018 School Year with Oklahoma Consulting & Accounting Services, Inc.

Ms. Shepherd presented this item to the Board, and noted that the service agreement was not yet available for Board review.

This item was tabled to a future meeting.

d. Consideration of Application for Temporary Appropriations

Ms. Lee reviewed the temporary appropriations application, as included with the Board materials. She reviewed the billing process in relation to the school's state submitted budget, as well as the necessary adjustments based on revenues and expenditures. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the application for temporary appropriations, as presented, is hereby approved.

The motion passed unanimously.

e. Consideration of Revision(s) to Board Meeting Schedule for the 2016-2017 School Year

Ms. DeGross presented the revised 2016-2017 Board Meeting Schedule to the Board. The Board discussed the schedule in detail. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Revised Board Meeting Schedule for the 2016-2017 School Year, as presented, is hereby approved.

The motion passed unanimously.

f. Consideration of Amendment to Educational Products and Services Agreement

Mr. Adams presented this item to the Board. He reviewed specific line items within the amendment, including updates as needed by applicable law. The Board discussed the amendment in detail, and thanked Mr. Adams for Connections' continued dedication to the school. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the amendment to Educational Products and Services Agreement, as presented, is hereby approved.

The motion passed unanimously.

**X. Information Items**

a. Legislative Update

Mr. Adams provided an update on the recent legislative activities in Oklahoma, which may impact the school.

b. Partner School Leadership Team Update

i. School Operations Metrics

Ms. Nelson presented this item to the Board. She reviewed the data included in the Board materials, highlighting the school's performance as compared with other Connections' partnering schools of similar size and years in operation. Board members discussed the metrics data with Ms. Nelson.

c. Curriculum for the 2017-2018 School Year

Ms. Nelson presented this item to the Board. She reviewed the 2017-2018 Curriculum and Instructional Programming Memo as included in the Board materials, as well as the recent Curriculum Town Hall presentation hosted by Connections. Ms. Nelson further advised the Board on upcoming enhancements to the curriculum based on performance indicators. Board members discussed the curriculum plans in detail.

[Ms. Arthur joined the meeting at 5:51 p.m.]

d. Outreach Plan for the 2017-2018 School Year

Ms. Shepherd presented this item to the Board. She reviewed the school's proposed Outreach Plan for the upcoming school year, as included in the Board materials. Ms. Shepherd highlighted current and projected enrollment numbers, as well as planned activities for student recruitment. Board members had discussion on the outreach plans and specific activities.

e. Board Meeting Pilot Software Update

Ms. Arthur updated the Board on the recent acquisition and subsequent product dissolution of the BoardMax board meeting software the Board recently agreed to pilot. Ms. Arthur thanked the Board for their willingness to participate in the pilot project, and advised that other board meeting software programs are being explored, and another will be introduced if found to have comparable functionality and benefits.

f. Board Planning for the 2017-2018 School Year

Ms. DeGross discussed the planning for the 2017-2018 school year that Connections Academy has been working on with the school.

i. Proposed Meeting Schedule

The Board confirmed their support of maintaining the current meeting schedule for the upcoming school year. Ms. DeGross advised that the consideration of the Board meeting schedule for the 2017-2018 school year will be included on the June Annual Meeting agenda.

ii. Board Composition

Ms. DeGross discussed with the Board the current composition, including board member terms that would be up at this year's annual meeting, and encouraged Board members to discuss their intentions regarding terms and renewal with the Board Chair.

g. Board Member Recruitment Update

This item was discussed earlier in the meeting.

**XI. Extended Public Comment**

There were no comments at this time.

**XII. Adjournment and Confirmation of Next Meeting Date – May 24, 2017 at 4:00 p.m. CT**

The Board confirmed the next Regular Board Meeting was being rescheduled to be held on May 24, 2017 at 4:00 p.m. CT. The Board, being at the end of its agenda, a motion was made and seconded to adjourn the meeting at 6:11 p.m. The motion passed unanimously.

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Submitted by

Approved by

Name: Kristin DeGross  
Board Minute Clerk

Name: Bob Sullivan  
Board President