



APPROVED 6/14/2017

Oklahoma Connections Academy
MINUTES OF THE BOARD OF DIRECTORS SPECIAL MEETING
Tuesday, May 30, 2017 at 4:00 p.m. CT

Held at the following location and via Teleconference:
Marriott Tulsa Hotel Southern Hills
1902 East 71st
Tulsa, OK 74136

I. Call to Order

Mr. Sullivan called the meeting to order at 4:15 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, Charlie Daniels, Jennifer Williams, and John Tidwell (in person);

Board Members Absent: D'Andre Fisher;

Guests: Tammy Shepherd, School Leader (in person); Bryce Adams, Tanya Lee, Missy Nelson, 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 May 30, 2017 Oklahoma Connections Academy Board of Directors Special Meeting, as presented, is hereby approved.

The motion passed unanimously.

VI. Oral Reports

a. Principal's Report

i. Update on School Calendar

Ms. Shepherd provided the Board with a brief update on the revisions to the school calendar.

ii. Update on End of Year Activities

Ms. Shepherd provided an update on recently completed standardized exams, including the anticipated timeline for the availability of scores. She further reviewed the school's recent graduation ceremony, as well as upcoming end of year activities for students.

iii. Student Spotlight

This item was not discussed.

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.

VII. 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. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the April 25, 2017 Special Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2017-2018 School Year;
- d. Approval of Revision(s) to the School Calendar for the 2017-2018 School Year; and
- e. Approval of Federal Title Funding Documentation: Revised Homeless Education Policy; are hereby approved.

The motion passed unanimously.

VIII. Action Items

a. Consideration of Connections Academy of Oklahoma, LLC Invoices for April

Ms. Williams reviewed in detail the Connections Academy invoices for the month of April 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 month of April, in the amount of \$209,559.35, as presented, are hereby approved.

The motion passed unanimously.

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

Ms. Shepherd presented the Service Agreement to the Board. She reminded the Board of the requirement for an in-state treasurer, and noted the school's current work with Jack Jenkins of Oklahoma Consulting & Accounting Services. Ms. Shepherd discussed Mr. Jenkin's work, and the school's desire to renew the Service Agreement with his firm. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Service Agreement for the 2017-2018 School Year with Oklahoma Consulting & Accounting Services, Inc., as presented, is hereby approved.

The motion passed unanimously.

c. Consideration of the 2017-2018 School Year Budget and Fee Schedule from Connections Education, LLC

Ms. Lee reviewed the proposed 2017-2018 school year budget outline and Budget Notes documents with the Board, also reminding them of the budget development process to date that included the school leader, Board Treasurer and/or other Designee(s) and Connections staff. She further reviewed the accompanying fee schedule from Connections Education, LLC with the Board. Ms. Lee advised the Board that the 2017-2018 Fee Schedule being presented summarizes the basis for all charges from Connections to the school under the Educational Products and Services Agreement (EPSA), and that the basis for all charges is drawn directly from the Budget. Board members discussed the budget, including related staffing, outreach and other specific expenses for the school, as well as the fee schedule and all services provided by Connections under the schedule. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the proposed budget for the 2017-2018 school year and all assumptions provided therein and the fee schedule for the 2017-2018 school year, as presented, is hereby approved.

The motion passed unanimously.

IX. Information Items

a. Legislative Update

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

b. Board Member Recruitment Update

Mr. Sullivan provided the Board with an update on Board Member recruitment. Board members discussed the potential recruitment of a parent Board member.

c. Partner School Leadership Team Update

i. School Leader Review Process Update

Ms. Nelson outlined the annual school leader review process with the Board. She reminded Board members that the process includes feedback from the Board through a survey. Ms. Nelson further reminded the Board that Ms. Shepherd's final review will take place during the Board's Annual Meeting in June. She also reiterated the importance of Board member participation in the review process.

d. Annual Meeting Update

Ms. DeGroff provided the Board with an update on the Annual Meeting. Board members discussed the need to reschedule the meeting based on Board member availability, and noted their intent to hold the Annual Meeting on June 14, 2017.

X. Extended Public Comment

Ms. Williams discussed her intent to remain on the Board until a suitable replacement for her position could be found. The Board thanked Ms. Williams for her dedication to the school.

XI. Adjournment and Confirmation of Annual Meeting Date – June 14, 2017 at 4:00 p.m. CT

The Board confirmed the Annual Board Meeting was to be held on June 14, 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 5:24 p.m. The motion passed unanimously.

Submitted by

Approved by

Name: Kristin DeGroff
Board Minute Clerk

Name: Bob Sullivan
Board President