



APPROVED 2/22/2017

Oklahoma Connections Academy  
MINUTES OF THE BOARD OF DIRECTORS SPECIAL MEETING  
Monday, January 23, 2017 at 4:00 p.m. CT

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

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**I. Call to Order**

In the absence of a quorum of Board members, Mr. Sullivan indicated the Board's intent to hear Oral Reports until additional members of the Board could join the meeting.

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

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

**III. Roll Call**

Board Members Present: Bob Sullivan and John Tidwell (in person); D'Andre Fisher (via phone until able to join in person, not voting);

Board Members Absent: Jennifer Williams;

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

Principal's Report

At the request of the Board, this item was moved up on the agenda.

Update on School Activities, Enrollment, and Staffing

Ms. Shepherd provided the Board with an update on school activities. She also reviewed the school's enrollment numbers, including those students in various stages of the enrollment process. Additionally, Ms. Shepherd provided an update on staffing at the school.

School Operations Metrics

Ms. Shepherd 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. Shepherd.

### Student Spotlight

Ms. Shepherd highlighted the achievements of the school's Special Education department, and discussed the positive effects that the staff has had on the students it serves.

### Financial Report

At the request of the Board, this item was moved up on the agenda. 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.

### Legislative Update

At the request of the Board, this item was moved up on the agenda. Mr. Adams provided an update on the recent legislative activities in Oklahoma, which may impact the school.

### Upcoming LiveLesson® Sessions

At the request of the Board, this item was moved up on the agenda. Ms. DeGroff presented this item to the Board. She reminded the Board that they will be soon be receiving a link to a LiveLesson® session presentation intended to provide a more in-depth look at the Outreach plans for the upcoming school year prior to the next Board meeting's documentation and request for approval. Ms. DeGroff further reminded the Board of the timing of the upcoming Curriculum Town Hall presentation as part of the annual review process for Curriculum consideration.

Ms. DeGroff further confirmed the review and upcoming consideration of all staffing report documents, as previously provided to the Board.

[Mr. Fisher joined the meeting in person at 4:57 p.m.]

### Board Meeting Software Pilot Discussion

At the request of the Board, this item was moved up on the agenda. Ms. Arthur inquired about Board member interest in participating in a pilot program for the use of BoardMax to support monthly Board activities. She reviewed the benefits and assistance that the software could provide, as well as Connections interest in hearing Board member feedback on the pros and cons of the system for partnering boards. Board members expressed a desire to pilot the program.

[Ms. Arthur left the meeting at 5:03 p.m.]

### Board Member Recruitment Update

Mr. Sullivan provided the Board with an update on the Board member recruitment. Board members discussed recruitment efforts in detail.

Having a quorum of the Board present, Mr. Sullivan called the meeting to order at 5:06 p.m.

### **IV. Public Comment**

There were no comments at this time.

**V. Audit Committee, Committee of the Entire Board**

a. Review and Acceptance of 2015-2016 Fiscal Year Audit Report

Ms. Lee reviewed the audit process and timeline for the 2015-2016 fiscal year, and noted that the audit report was not yet available for review. This item was tabled to a future meeting.

b. Approval of Contract for Audit of Public Schools and Audit Firm Engagement for the 2016-2017 School Year

Ms. Lee reviewed the audit process for the 2016-2017 school year, and noted that the contract for audit of public schools was not yet available for review. This item was tabled to a future meeting.

**VI. 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 January 23, 2017 Oklahoma Connections Academy Board of Directors Special Meeting, as presented, is hereby approved.

The motion passed unanimously.

**VII. Oral Reports**

a. Principal's Report

i. Update on School Activities, Enrollment, and Staffing

This item was discussed earlier in the meeting.

ii. School Operations Metrics

This item was discussed earlier in the meeting.

iii. Student Spotlight

This item was discussed earlier in the meeting.

b. Financial Report

This item was discussed earlier in the meeting.

## 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. There being none, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the October 31, 2016 Special Board Meeting; and
- b. Approval of Staffing Report; are hereby approved.

The motion passed unanimously.

## IX. Action Items

- a. Consideration of Connections Academy of Oklahoma, LLC Invoices for October, November, and December

In Ms. Williams' absence, Ms. Lee reviewed in detail the Connections Academy invoices for the months of October, November and December as drawn from the financial report reviewed earlier in the meeting and included in the Board materials. She noted that Ms. Williams 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 October, in the amount of \$658,066.41, November, in the amount of \$611,710.05, and December, in the amount of \$585,628.86, as presented, are hereby approved.

The motion passed unanimously.

- b. Consideration of Funded Enrollment Target for the 2017-2018 School Year

Ms. Shepherd reviewed the proposed enrollment target for the 2017-2018 school year of 1,600 students and sought Board input in regards to the number. The Board had a discussion and agreed that this was a good target to set for the upcoming school year based on staffing and budget. The motion was made and seconded as follows:

RESOLVED, that the funded enrollment target for the 2017-2018 school year, as presented, is hereby approved.

The motion passed unanimously.

## X. Information Items

- a. Legislative Update

This item was discussed earlier in the meeting.

- b. Upcoming LiveLesson® Sessions

This item was discussed earlier in the meeting.

c. Board Meeting Software Pilot Discussion

This item was discussed earlier in the meeting.

d. Board Member Recruitment Update

This item was discussed earlier in the meeting.

**XI. Extended Public Comment**

There were no comments at this time.

[Mr. Adams, Ms. Lee, and Ms. Shepherd left the meeting at 5:20 p.m.]

**XII. EXECUTIVE SESSION – Oklahoma Code §25 O.S. 307 – To consider the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee: School Leader Mid-Year Review**

The Board entered into Executive Session at 5:20 p.m. via roll call vote pursuant to Oklahoma Code §25 O.S. 307, to discuss the mid-year evaluation of the school leader.

Board members in attendance were: Mr. Sullivan, Mr. Tidwell, and Mr. Fisher. Guests requested to stay in executive session were: Ms. Nelson and Ms. DeGroff.

At 5:30 p.m. the Board resumed open session. No actions were taken during Executive Session.

[Ms. Shepherd rejoined the meeting at 5:31 p.m.]

Mr. Sullivan discussed with Ms. Shepherd the assistance that the Board could provide to school administration. Ms. Shepherd thanked the Board for their ongoing support.

**XIII. Adjournment and Confirmation of Next Meeting Date – February 22, 2017 at 4:00 p.m. CT**

The Board confirmed the next Regular Board Meeting was being rescheduled to be held on February 22, 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 5:33 p.m. The motion passed unanimously.

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Submitted by

Approved by

Name: Kristin DeGroff  
Board Minute Clerk

Name: Bob Sullivan  
Board President