



APPROVED 02/28/2018

**Oklahoma Connections Academy
MINUTES OF THE BOARD OF DIRECTORS MEETING**

Wednesday, January 24, 2018 at 3:00 p.m. CT

Held at the following location and via Teleconference:

1437 South Boulder Ave., Suite 700
Tulsa, OK 74119

I. Call to Order

Mr. Sullivan called the meeting to order at 3:05 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, John Tidwell, D'Andre Fisher, Charlie Daniels, and Aubrey Lakey (in person);

Guests: Tammy Shepherd, School Leader; Linda Hosey, School staff; Rebecca Wilkinson, Sponsor Representative; Jay Jenkins, Oklahoma Consulting & Accounting Services, LLC (in person); Bryce Adams, Kristin DeGroff, Tanya Lee, and Brian Rosta, Pearson Online & Blended Learning 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 January 24, 2018 Oklahoma Connections Academy Board of Directors Meeting, as presented, is hereby approved.

The motion passed unanimously.

VI. State Funding Presentation

Mr. Jenkins introduced himself to the Board, and reviewed his background and qualifications. He reviewed the work provided by his firm, Oklahoma Consulting & Accounting Services, LLC (OCAS). He further reviewed the sources of funding for the school, as well as the accompanying state submissions provided by OCAS. The Board discussed the budget cycle with Mr. Jenkins, as well as the timeline for budget consideration.

VII. Statewide Virtual Charter School Board (SVCSB) Presentation

Ms. Wilkinson presented this item to the Board. She reviewed a recent survey provided to families at virtual schools throughout the state, and advised that the survey results had been compiled by a third-party administrator, Thomas P. Miller & Associates. Ms. Shepherd advised that the results align with an annual Parent Satisfaction Survey provided to families at the school. The Board thanked Ms. Wilkinson for the survey results.

VIII. Oral Reports

a. Principal's Report

i. School Operations Metrics

Ms. Shepherd reviewed the data included in the Board materials, highlighting the school's performance as compared with other POBL partnering schools of similar size and years in operation. Board members discussed the metrics data with Ms. Shepherd.

ii. Student Spotlight

Ms. Shepherd highlighted a recent student's achievements with the Board and described in detail the benefits that OKCA has had on the student.

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.

i. Audit Update

Ms. Lee reviewed the current progress of the financial audit, and advised as to the expected date for an audit report to be available for Board review.

IX. 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 November 13, 2017 Regular Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoices for November and December;
- d. Approval of SVCSB School Improvement Plan;

- e. Approval of Revision(s) to the 2017-2018 School Year General School Handbook: Clubs and Activities Policy;
- f. Approval of the 2018-2019 School Year General School Handbook; and
- g. Approval of the 2018-2019 School Year State Specific School Handbook; are hereby approved.

The motion passed unanimously.

X. Action Items

a. Consideration of Charter Renewal Application

Ms. Shepherd presented this item to the Board. She reminded the Board of the timeline for submission of all Charter Renewal documentation, and advised that several non-substantive typographical errors had been corrected prior to the submission of all documents. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Charter Renewal Application, as discussed, is hereby approved.

The motion passed unanimously.

b. Consideration of Funded Enrollment Target for the 2018-2019 School Year

Ms. Shepherd reviewed the proposed enrollment target for the 2018-2019 school year of 1,500 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 2018-2019 school year, as discussed, is hereby approved.

The motion passed unanimously.

c. Consideration of Academic Expectations Policy

Ms. Shepherd presented the Academic Expectations Policy to the Board, and advised that the policy was in alignment with the school's Attendance Policy, which had been approved at a previous meeting. Board members reviewed the school's Academic Expectations Policy. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Academic Expectations Policy, as presented, is hereby approved.

The motion passed unanimously.

XI. 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

Dr. Rosta presented to the Board on behalf of Pearson Online & Blended Learning's (POBL), School Leadership Team, and advised the Board that he would present Ms. Shepherd's mid-year evaluation during the upcoming Executive Session.

c. Budget Development Process Update

Mr. Adams presented this item to the Board. He reviewed the timeline for annual development of the Board's budget, as well as the services provided by POBL to assist in budget development.

XII. Extended Public Comment (limited to agenda items only)

There were no comments at this time.

XIII. New Business

Mr. Fisher provided a brief update on his current work with universities around the state, as well as his intent to remain on the Board through the end of the school year. He advised that he would inform the Board as soon as possible if it becomes necessary for him to resign.

XIV. 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 5:03 p.m. upon a motion being made, seconded and confirmed 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, Ms. Lakey, Mr. Daniels, Mr. Tidwell, and Mr. Fisher. Guests requested to stay in executive session were: Dr. Rosta and Ms. DeGroff. All others left the meeting at this time.

The Board resumed open session at 5:27 p.m. upon a motion being made, seconded and confirmed via roll call vote. No actions were taken during Executive Session.

XV. Adjournment and Confirmation of Next Meeting Date – February 28, 2018 at 4:00 p.m. CT

The Board confirmed the next Board Meeting was to be held on February 28, 2018 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 5:27 p.m. The motion passed unanimously.

Submitted by

Approved by

Name: Kristin DeGroff
Board Minute Clerk

Name: Bob Sullivan
Board President