



**APPROVED 10/24/2017**

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

Monday, September 11, 2017 at 4:00 p.m. CT

**Held at the following location and via Teleconference:**  
1437 South Boulder Ave., Suite 700  
Tulsa, OK 74119

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**I. Call to Order**

Mr. Sullivan called the meeting to order at 4:09 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, and John Tidwell (in person);

Board Members Absent: D'Andre Fisher and Jennifer Williams;

Guests: Tammy Shepherd, School Leader; Linda Hosey, School staff; Aubrey Lakey, Member of the Public (in person); Bryce Adams, Tanya Lee, Brian Rosta, and Kristin DeGross, 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 September 11, 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. Back to School Update

Ms. Shepherd advised the Board on upcoming back to school picnics and activities planned throughout the state.

#### ii. Enrollment and Staffing Update

Ms. Shepherd reviewed the school's current enrollment numbers with the Board, as well as trends in enrollment. She further updated the Board on staffing.

#### iii. Connections Academy Summer Leadership Conference

Ms. Shepherd discussed the recent CA Leadership Conference, held annually in Baltimore. She reviewed many of the topics covered at the retreat, as well as mentoring and networking opportunities available for school leadership team members.

#### iv. ACT Review

Ms. Shepherd reviewed the preliminary ACT school-wide results, and noted that the school scored above state averages in all categories. The Board congratulated Ms. Shepherd on the results.

#### v. School Operations Metrics

Ms. Shepherd 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. Shepherd.

#### vi. 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. Unaudited 2016-2017 Financial Results

Ms. Lee reviewed the unaudited financial statements from the previous school year 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. The Board asked a clarifying question for Consent Item (e) Approval of 2017-2018 Base Salaries and Incentive Percentage, and Career Ladder Positions. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the June 14, 2017 Annual Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education, LLC Invoices for June;
- d. Approval of Revision(s) to Board Meeting Schedule for the 2017-2018 School Year;
- e. Approval of 2017-2018 Base Salaries and Incentive Percentage, and Career Ladder Positions;
- f. Approval of Employee Handbook Revision(s): Work at Home Stipend; and
- g. Approval of Federal Title Funding Documentation: Revision(s) to Parent and Family Engagement Policy, are hereby approved.

The motion passed unanimously.

### **VIII. Action Items**

a. Consideration of Estimate of Needs

Ms. Lee reviewed the Estimate of Needs with the Board, as well as the timeline for document submission to the state. Board members discussed the document in detail, and noted that all necessary signatures would be coordinated and submitted in adherence with all state requirements. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Estimate of Needs, as presented, is hereby approved.

The motion passed unanimously.

b. Consideration of Application for Hourly School Year Calculation

Ms. Shepherd reviewed the school's application to calculate the school year by hours instead of days, and reviewed the timeline for online submission of the application. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the application for hourly school year calculation, as presented, is hereby approved.

The motion was approved unanimously.

c. Consideration of Board Designee for Annual School Handbook Review

Ms. Shepherd advised the Board on the school handbook review process, and requested a Board Designee to assist on an annual basis. Mr. Daniels volunteered to act as Designee. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that Charlie Daniels as Board Designee for the annual School Handbook review, as discussed, is hereby approved.

The motion passed unanimously.

d. Consideration of Officers for the 2017-2018 School Year: Encumbrance Clerk

Ms. DeGross presented this item to the Board. She reviewed the Encumbrance Clerk position as set out in the Board-adopted Bylaws, and advised the Board that the position would be for a term until the Annual Meeting 2018. She further advised that the position permits the clerk to sign all current fiscal year expenditure reports, disbursements, and cash receipts filed with the Oklahoma Department of Education (OSDE) for the purpose and objectives set forth in the terms and conditions of federal award(s). Nominations were then opened for the position. Following the closure of nominations, and there being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of Malynda Todd as Encumbrance Clerk, as discussed, is hereby approved.

The motion was approved unanimously.

e. Consideration of Board Training and Conference Attendance for the 2017-2018 School Year

Ms. DeGross reviewed the upcoming trainings and conferences that have been identified that may interest members of the Board. The Board discussed the advantages of attending the National Charter Schools Conference and the National School Boards Association Conference, and their support of Board members making an effort to attend upcoming training opportunities. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Board training and conference attendance 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. Attendance Policy Discussion

Ms. Shepherd reviewed state required attendance policy guidelines, as well as related funding matters. Board members discussed the school's attendance policy in detail.

c. Board Member Recruitment Update

Mr. Sullivan provided the Board with an update on Board Member recruitment. He introduced Ms. Lakey to the Board, and outlined Board member responsibilities and expectations. Board members thanked Ms. Lakey for her attendance and interest in the Board.

d. Partner School Leadership Team Update

i. Teacher Professional Development Products and Services of 2017-2018 School Year

Dr. Rosta reviewed the professional development products and services for school staff, as offered by Connections for the 2017-2018 school year. He discussed the various levels and delivery models of professional learning opportunities available to staff members based on years of service and experience. He and Ms. Shepherd also highlighted the additional training and development opportunities offered by school leadership. Dr. Rosta further advised of the training and resource opportunities available for Learning Coaches at the school.

ii. Quarterly Metrics Update

Dr. Rosta reviewed the outline of items planned to be presented within the Quarterly Metrics report throughout the current school year.

e. Conflict of Interest Statements and Background Check Reminders

Ms. DeGroff advised the Board that all Conflict of Interest statements needed to be completed by Board members for the 2016-2017 school year.

f. Curriculum Town Hall Reminders

Ms. DeGroff reminded the Board of the timing of the upcoming Curriculum Town Hall presentation, and encouraged Board members to attend.

g. 2017-2018 Items for Board Consideration

Ms. DeGroff reviewed the outline of items planned to be presented for Board consideration throughout the current school year. She further advised the Board that the document was fluid, and items may be included, omitted, or considered on a varied timeline based on a number of factors, including state submission and enrollment deadlines, as well as school need for student support.

**X. Extended Public Comment**

Mr. Sullivan discussed the timing of the next meeting, and advised that the meeting scheduled for September 27, 2017 was not necessary at this time. The meeting was cancelled. Board members further reviewed availability for the October Board meeting.

**XI. Adjournment and Confirmation of Next Meeting Date – October 25, 2017 at 4:00 p.m. CT**

The Board confirmed the next Board Meeting was to be held on October 25, 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 6:02 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