



**APPROVED 05/23/2018**

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

Wednesday, April 25, 2018 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 4:04 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, and Charlie Daniels (in person);

Board Members Absent: D'Andre Fisher and Aubrey Lakey;

Guests: Tammy Shepherd, School Leader; Rebecca Wilkinson, Statewide Virtual Charter School Board (in person); Brian Rosta, Bryce Adams, Tanya Lee and Megann Arthur, 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 April 25, 2018 Oklahoma Connections Academy Board of Directors Meeting, as presented, is hereby approved.

The motion passed unanimously.

Following a request from Ms. Wilkinson, the Board indicated their intent to discuss Action Item (a) at this time.

#### Consideration of Charter Contract Renewal with Oklahoma Statewide Virtual Charter School Board

Ms. Shepherd presented this item to the Board, and provided background to the timeline and inquiries from state regarding the document. She discussed the communications with both the school's authorizer, as well as POBL. Board members had discussion on the contract, and the language recently updated. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that the Charter Contract Renewal with Oklahoma Statewide Virtual Charter School Board, as presented, is hereby approved.

The motion passed unanimously.

The Board then indicated their intent to move back up to the Oral Reports section of the agenda.

## **VI. 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 discussed the number of students expected to graduate, and the staff involvement in the day's events. She further reviewed upcoming end of year activities for staff and students.

#### ii. Update on State Testing

Ms. Shepherd advised the Board that state testing was nearly completed for the school year, and reviewed the approximate participation rate for testing. Board members congratulated Ms. Shepherd and her staff on the school's successful testing and high participation rate.

#### iii. Update on Oklahoma Teacher Walkout

Ms. Shepherd provided the Board with an update on activities around the state. She advised that the school's operations have not been disrupted, and discussed the climate statewide surrounding the walkout.

#### iv. College Remediation Support

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.

#### v. 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. She reviewed the story of one of the upcoming graduates, and all the challenges the student had overcome to earn her degree.

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. Ms. Lee also reviewed the positive impact of the anticipated return of the school's sponsor fee for the remainder of the year, and upcoming fiscal year.

**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 February 28, 2018 Regular Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoices for February and March; and
- d. Approval of Revision(s) to the Employee Handbook; are hereby approved.

The motion passed unanimously.

**VIII. Action Items**

a. Consideration of Charter Contract Renewal with Oklahoma Statewide Virtual Charter School Board

This item was considered earlier in the meeting.

b. Consideration of Service Agreements for the 2018-2019 School Year with Municipal Accounting Systems, Inc. for Software Services and Student Information Services

Ms. Shepherd presented the Service Agreements to the Board. She reviewed the services to be provided, and the background to the school using this particular provider. Ms. Shepherd further indicated that the costs to the school are similar from the current school year to the proposed for next year. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Service Agreements for the 2018-2019 School Year with Municipal Accounting Systems, Inc. for Software Services and Student Information Services, as presented, are hereby approved.

The motion passed unanimously.

c. 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.

d. Consideration of School Calendar for the 2018-2019 School Year

Ms. Shepherd presented the School Calendar for the 2018-2019 School Year to the Board. She reviewed the number of hours required by the state, as well as staff and student considerations for creating a school calendar. The Board discussed the calendar in detail with Ms. Shepherd. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the School Calendar for the 2018-2019 School Year, as discussed and recommended by the School Leader, 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. Partner School Leadership Team Update

Dr. Rosta presented to the Board on behalf of Pearson Online & Blended Learning's (POBL), School Leadership Team.

i. School Operations Metrics

Dr. Rosta presented this item to the Board. He 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 Dr. Rosta.

ii. Curriculum for the 2018-2019 School Year

Dr. Rosta presented this item to the Board. He reviewed the 2018-2019 Curriculum and Instructional Programming Memo as included in the Board materials, as well as the recent Curriculum Town Hall presentation hosted by POBL. Dr. Rosta further advised the Board on upcoming enhancements to the curriculum based on performance indicators. Board members discussed the curriculum plans in detail.

c. Outreach Plan for the 2018-2019 School Year

In the interest of time, the Board indicated that they wished to discuss this item at the May meeting.

d. Board Planning for the 2018-2019 School Year

Ms. Arthur discussed the planning for the 2018-2019 school year that POBL 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. Arthur advised that the consideration of the Board meeting schedule for the 2018-2019 school year will be included on the June Annual Meeting agenda.

ii. Board Composition

Ms. Arthur 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. Board members discussed current composition, and recruitment efforts ongoing.

iii. Update on Board Bylaws

Ms. Arthur provided the Board with an update on this item. She advised that Ms. Shepherd and Ms. DeGross were currently working with the POBL Legal Team on some proposed revisions to the Bylaws, intended to be brought to the Board for consideration at a future meeting.

**X. Extended Public Comment (limited to agenda items only)**

There were no comments at this time.

**XI. New Business**

There was no new business at this time.

**XII. Adjournment and Confirmation of Next Meeting Date – May 23, 2018 at 4:00 p.m. CT**

The Board confirmed the next Board Meeting was to be held on May 23, 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 5:37 p.m. The motion passed unanimously.

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Submitted by

Approved by

Name: Megann Arthur  
Board Minute Clerk

Name: Bob Sullivan  
Board President