



APPROVED 06/12/2018

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

Wednesday, May 23, 2018 at 4:00 p.m. CT

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

I. Call to Order

In Mr. Sullivan's absence, Mr. Tidwell called the meeting to order at 4:03 p.m., when all participants were present and able to hear each other.

II. Statement of Compliance with the Open Meeting Act

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

III. Roll Call

Board Members Present: John Tidwell, Aubrey Lakey and Charlie Daniels (in person);

Board Members Absent: D'Andre Fisher and Bob Sullivan;

Guests: Tammy Shepherd, School Leader; Rebecca Wilkinson, Statewide Virtual Charter School Board (in person); Brian Rosta, Bryce Adams, Tanya Lee and Kristin DeGroff, Pearson Online & Blended Learning staff (via phone).

IV. Public Comment

Ms. Wilkinson reviewed the Executive Summary Report regarding virtual school performance for the 2017-2018 school year. Ms. Shepherd thanked Ms. Wilkinson for providing a breakout of school specific data for use at the school level.

[Mr. Adams joined the meeting at 4:08 p.m.]

V. Routine Business

a. Approval of Agenda

Mr. Tidwell 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 23, 2018 Oklahoma Connections Academy Board of Directors Meeting, as presented, is hereby approved.

The motion passed unanimously.

VI. Oral Reports

a. Principal's Report

i. Update on Graduation and End of Year Activities

Ms. Shepherd discussed the recent graduation ceremony, and advised that the ceremony was well attended. Board members congratulated the recent graduates on the completion of their secondary school studies.

ii. Update on State Testing

Ms. Shepherd advised the Board that state testing had been recently completed for the school year, and reviewed the final participation rates for all testing modules.

iii. Student Spotlight

Ms. Shepherd advised that all recent high school graduates were deserving of this month's student spotlight, and congratulated all graduates.

iv. OEQA School Profile

Ms. Shepherd presented this item to the Board. She advised that the report was in the first year of issuance for charter and virtual schools. Ms. Shepherd further reviewed several items of note within the report, and advised that the report had erroneously excluded data points regarding staffing and student participation in technology offerings.

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. Tidwell 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. Board members advised of their intent to consider Consent Item (f) Approval of Revision(s) to Board Bylaws, separately. 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, 2018 Regular Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoices for April;
- d. Approval of Revision(s) to Employee Handbook: Work at Home Policy; and
- e. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2018-2019 School Year; are hereby approved.

The motion passed unanimously.

Approval of Revision(s) to Board Bylaws

Board members held discussion on the revisions to the Board Bylaws. Ms. DeGroff discussed the review process for the Bylaws, including the discussions held with Ms. Shepherd and POBL's Legal team. Board members advised of their intent to table the item, to allow for the Board Chair to be present for any necessary discussion on the revisions.

This item was tabled.

VIII. Action Items

a. Consideration of the 2018-2019 School Year Budget and Fee Schedule for Oklahoma Connections Academy

Ms. Lee reviewed the proposed 2018-2019 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 POBL staff. She further reviewed the accompanying fee schedule from POBL with the Board. Ms. Lee advised the Board that the 2018-2019 Fee Schedule being presented summarizes the basis for all charges from POBL 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 POBL under the schedule. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the proposed budget for the 2018-2019 school year and all assumptions provided therein and the fee schedule for the 2018-2019 school year, as presented, is hereby approved.

The motion passed unanimously.

b. Consideration of Service Agreement for the 2018-2019 School Year with Oklahoma Consulting & Accounting Services, Inc.

Ms. Shepherd presented the proposed Service Agreement with Oklahoma Consulting & Accounting Services, Inc. (OCAS) to the Board. She reviewed the services to be provided, including OCAS's affiliation with Jenkins & Kemper, CPA's, P.C., 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 Oklahoma Consulting & Accounting Services, Inc., as presented, are hereby approved.

The motion passed unanimously.

c. Consideration of Consolidation of the Activities Fund Sub-Accounts Formerly Designated as Prom and Student Activities

Ms. Shepherd presented this item to the Board. She reviewed the proposed consolidation of the Activities Fund sub-accounts, in order to streamline the school's accounting processes. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the consolidation of the activities fund sub-accounts formerly designated as prom and student activities, as discussed, is hereby approved.

The motion passed unanimously.

d. Consideration of Membership and Associated Fees for Oklahoma Public School Resource Center (OPSRC)

Ms. Shepherd presented this item to the Board. She reviewed the school's current membership with the OPSRC, as well as the potential for membership with the Oklahoma Public Charter School Association (OPCSA). The Board requested additional information on OPCSA membership prior to the consideration of membership with either association.

This item was tabled.

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. Planning for School Leader Performance Review

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

c. Outreach Plan for the 2018-2019 School Year

Ms. Shepherd presented this item to the Board. She reviewed the school's proposed Outreach Plan for the upcoming school year, as included in the Board materials. Ms. Shepherd highlighted current and projected enrollment numbers, as well as planned activities for student recruitment. Board members had discussion on the outreach plans and specific activities.

d. Board Recruitment Update

In. Mr. Sullivan's absence, this item was not discussed.

e. Annual Meeting Update

Ms. DeGross provided the Board with an update on the timing of the Annual Meeting. Board members requested a poll for alternate meeting dates, to ensure a full quorum of the Board.

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 Annual Meeting Date – June 27, 2018 at 4:00 p.m. CT

The Board confirmed the Annual Board Meeting was to be held on June 27, 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.

Submitted by

Approved by

Name: Kristin DeGross
Board Minute Clerk

Name: Bob Sullivan
Board President