

OKLAHOMA VIRTUAL CHARTER ACADEMY Regular Board Meeting
June 26, 2015 12:00 pm
Location: Oklahoma Virtual Charter Academy Board Meeting Room 11601
Jeffords
Nicoma Park, OK 73066

I. Roll Call

Members: Kristi Gifford, Lisa Lange, Pat Jordan

Other: Sheryl Tatum, David Harp, Steve Huff, Bill Hickman, Courtney Love

II. Call to the public

None

III. Updates

a. Board President Update

Discussion: Kristi Gifford thanked all parties that worked on the reauthorization documents. She recognized that it had to take hours upon hours to prepare the reauthorization documents. She also commented on how much she enjoyed graduation and how proud she was of all the graduates and their future plans.

b. Treasurer's Report

Discussion: David gave an update on the May treasurer's report. There were not any questions.

c. K12 Regional Finance Update

Discussion: Abe Barela was not able to join the meeting, but Sheryl gave a brief update on the forecast included in this month's Board Meeting packet.

d. Head of School Update

Discussion: Sheryl suggested sending metrics updates on the 10th of every month for the board to review, rather than waiting until the board meeting itself. Right now, OVCA only needs to replace one teacher. Darla Cooper, the former Special Populations Manager, moved on to a different opportunity. Christie Stephenson, a Special Education teacher with us, has moved into the position.

IV. Business

a. Consideration and possible approval of nomination and election of Board Members and providing for staggered terms by designation of approximately one-third (1/3) of members to one-year terms, one third (1/3) of members to two-year terms and one-third (1/3) of members to three-year terms.

Discussion: The current board members would like the board to contain at least 5 members. Four would be a problem because they would have to have three members for a quorum. As members are added to the board, it is important to stagger the length of their term so that members don't all leave at the same time. Bill Hickman recommended looking for a recent graduate who lives in the nearby area who might like to sit on the board. Kristi Gifford would like the parent of a current student to sit on the board. Kristi Gifford thought it might be good to try to find a young adult to sit on the board. Pat Jordan suggested trying to find someone that teaches at Rose State that would like to be on the board. Bill Hickman explained that some schools advertise for board members. If

the board opted to go that route, there is an application that interested parties could complete. Then the current board members would interview candidates. The board wants to advertise for members as well as pursue personal contacts. Steve Huff knows of a good candidate that he will reach out to as well.

Action: Lisa Lange made a motion for the following: Kristi Gifford will take the three year term. Lisa Lange will take the two year term. Pat Jordan will take the one year term. Pat Jordan seconded the motion. The motion passed unanimously.

b. Consideration and possible approval of nomination and election of Board Officers

Discussion:

Action: Kristi Gifford moved for the following board officer positions: Lisa Lange as Treasurer, Kristi Gifford as President, and Pat Jordan as Secretary. Lisa Lange seconded the motion. The motion passed unanimously.

c. Consideration and possible annual approval/renewal of product and services agreement with K12

Action: Lisa Lange moved to approve the motion. Kristi Gifford seconded the motion. The motion passed unanimously.

d. Consideration and possible approval to establish activity fund bank account and activity fund policy

Action: Pat Jordan made a motion to approve. Lisa Lange seconded the motion. The motion passed unanimously.

e. Consideration and approval of key administrative, operational and financial positions consistent with products and services with K12:

- i. Head of School- Sheryl Tatum
- ii. High School Principal – Chis Pitts
- iii. Middle School Principal – Sandra Powell
- iv. Elementary School Principal – Audra Plummer
- v. Operations Manager – Courtney Love
- vi. Title I Coordinator – Nicole Ellison
- vii. Special Programs Manager – Christie Stephenson
- viii. School Treasurer – David Harp
- ix. Encumbrance Clerk – Sondra Callaway
- x. Minutes Clerk – Courtney Love
- xi. Activity Fund Custodian – Sondra Callaway

Action: Kristi Gifford approved the motion. Lisa Lange seconded the motion. The motion passed unanimously.

f. Consideration and possible approval of application for reauthorization of charter with the Statewide Virtual Charter School Board

Discussion: Sheryl Tatum bound the reauthorization documentation for the board to review. It has to be submitted to the SDE on Monday, so any changes that the board recommends can be made before it is presented to the state. It will be presented at the August board meeting. Then the board has until November 1st to approve, but Mrs. Wilkinson wants it to be voted on during the September meeting. The signature page needs to be updated. It needs a better map of teacher locations, and a table of contents for needs to be added for the Appendix.

Action: Kristi Gifford moved to approve the submittal of the reauthorization application with the change of the signature page, a better map of teacher locations, and the additional of a table of contents for the appendix. Lisa Lange seconded the motion. The motion passed unanimously.

g. Consent Docket

- i. Consideration and possible approval of minutes of the May 21, 2015 OVCA Board regular meeting

- ii. Consideration and possible approval of FY 2015 purchase orders #316-342
- iii. Consideration and possible approval of FY 2016 purchase orders #1-136
- iv. Consideration and possible approval of payment of K12 invoices
- v. Consideration and possible approval of change orders to encumber additional funds for expenses for remainder of fiscal year
 - 1. PO # 2015-11-1 Jenny Akin
 - 2. PO # 2105-11-96 Comm-Core
 - 3. PO # 2015-11-124 K12
 - 4. PO # 2015-11-292 Hampton
 - 5. PO # 2015-11-204 Holiday Inn
- vi. Consideration and possible approval of renewal of lease for FY 15
- vii. Consideration and possible approval of Trade Name Report to file Oklahoma Skynet Inc as dba Oklahoma Virtual Charter Academy
- viii. Consideration and possible approval of contract with David Harp for School Treasurer
- ix. Consideration and possible annual approval of contract with Steve Huff for consultation services
- x. Consideration and possible approval of activity fund subaccounts and fundraisers
- xi. Consideration and possible approval of Elementary Parent Orientation Guide (Student Handbook)
- xii. Consideration and possible approval of Middle School Parent Orientation Guide (Student Handbook)
- xiii. Consideration and possible approval of High School Handbook
 Action: Kristi Gifford moved to approve the motion. Lisa Lange seconded the motion. The motion passed unanimously.
- h. Consideration and possible approval of contract for renewal of insurance for FY 15-16
 Discussion: Kristi Gifford wants to keep the coverage amount equivalent to the annual budget. Steve Huff and Bill Hickman do not think that the liability coverage needs to be increased.
 Action: Kristi Gifford moved to approve the quote as is. Pat Jordan seconded the motion. The motion passed unanimously.
- i. Consideration and possible approval of AlphaPlus Assessments proposal
 Discussion: AlphaPlus is an Oklahoma company, so it is aligned to OK curriculum. It has a lot better alignment than the programs OVCA has used in the past. K12 is going to try to negotiate a better price, so the proposal included in the packet is the maximum cost of the product.
 Action: Kristi Gifford moved to approve the proposal. Lisa Lange seconded the motion. The motion passed unanimously.
- j. Consideration and possible approval to authorize Head of School to approve payment of K12 payroll invoices as received pending sufficient funds available.
 Action: Lisa Lange motioned to approve. Pat Jordan seconded the motion. The motion passed unanimously.

V. New business
None

Adjournment

Meeting adjourned at 1:25pm.

Kristi Gifford, Pres