

OKLAHOMA VIRTUAL CHARTER ACADEMY Regular Board Meeting
November 19, 2015 6:30 pm
Location: Oklahoma Virtual Charter Academy Board Meeting Room
11601 Jeffords
Nicoma Park, OK 73066

Meeting called to order at 6:37pm.

I. Roll Call

Members: Kristi Gifford, President; Lisa Lange, Treasurer; Absent: Pat Jordan, Secretary

Other: Sheryl Tatum, David Harp, Steve Huff, Bill Hickman (by phone), Courtney Love, Jeff Jenkins

II. Call to the public

None

III. Training/Updates

a. Board President Update

b. Treasurer's Report

Discussion: David Harp gave an update on the balance and warrants. OVCA has made a few payments to K12 for payroll and will be approving more today for payment. David Harp explained that Wengage is a web based program now, and is working out well. He stated that things seems to be going well from his point of view.

c. Head of School Update

Discussion: Sheryl Tatum gave a brief overview of the Head of School metrics. She explained a new process that OVCA started this year to send out pulse checks to find out how students are feeling about their schooling experience. The pulse check also gives students an opportunity to ask for additional support. The overall positive satisfaction rating started out at 75%, then dropped slightly during the second survey, and is leveling out now as students get into a good routine with schooling. The withdrawal metrics show improvement in withdrawal rates when compared to last year. The highest reason for withdrawal is "unable to manage daily education process." The metrics this month also include passing rates. The Elementary passing rate is 91%, the Middle School passing rate is 76%, and the High School passing rate is currently 57.6%. Sheryl Tatum explained that the HS passing rate will typically increase during the last month of the semester. HS typically has a 70% passing rate by the end of the semester. The last page of the HOS metrics is the Personnel update. OVCA has hired five new teachers, one teacher separated, and one teacher transitioned to a new role.

d.

i. Presentation of the 2014-2015 Dropout report

Discussion: Sheryl Tatum explained that once a year the school is required to share the Dropout report with the board. Kristi Gifford asked who is considered as a dropout. Sheryl Tatum explained that a dropout is any student in grades 7-12 that has left us and not entered another state school. Kristi Gifford stated that she had heard that the Department of Rehabilitation Services would pay for students to continue schooling after they turn 21 for the remainder of the school year. She asked Sheryl Tatum to look into that. The dropout rate is part of the calculation for the graduation rate, which is included as part of our grade on the A-F Report Card. Kristi Gifford asked how this

dropout report compares to last year's report. The dropout rate improved slightly from the previous year.

ii. Update on mold situation at building and search for new location

Discussion: OVCA moved their computers and phones to a temporary location while determining if the office workers will remain at the Nicoma Park Elementary School after mold remediation occurs or if OVCA will find a new location. Dr. McCharen, Choctaw Nicoma Park Superintendent, called Sheryl Tatum today and assured her that they are committed to remediating the mold and are dedicated to taking care of OVCA's concerns and keeping OVCA staff in the building. Kristi Gifford asked Courtney Love, as the Operations Manager of OVCA, what her concerns were about the building. Courtney Love mentioned the following items in addition to the mold concern:

- Pests – The office staff has entered the building to find a strong skunk odor on the inside of the building on several occasions. A skunk also chased an office worker into the building last spring.
- Building maintenance – A ballast burned out in the office, causing smoke and the smell of something burning. Choctaw Nicoma Park maintenance was called and came to look at it, but never replaced it. When called for other items, such as plumbing issues or light bulbs needing to be replaced, they do not get to the issues quickly and sometimes they don't come out at all.
- Plumbing – There is a strong sewer odor in the girl's restroom in the hallway by the Media Center. The toilets overflow almost every time we have a large group of people in the building, such as for testing or Professional Development. The toilet in the Teacher's Lounge area tends to run constantly. Choctaw Nicoma Park maintenance staff have complained about having to come out so often to fix plumbing issues in the building.

IV. Business

a. External Auditor's Presentation on FY 2014-2015 Annual Financial Audit

Discussion: Jeff Jenkins presented the Financial Audit findings. Page 7 shows the local, state, and federal sources of revenue. Kristi Gifford asked where local sources came from. Jeff Jenkins explained that it was a small refund and summer school payments. Jeff Jenkins stated that the balance matched OVCA's Estimate of Needs. Page 8 shows a comparison of the original budget, final budget, and the actual budget. Page 20 is the Schedule of expenditures of Federal Awards (SEFA). This page shows the amount of money OVCA has on the way in. Title I-Part A and Title I-School Improvement were selected for additional audits based on the fact that OVCA exceeded the \$500,000 threshold. Page 26 shows that there were no findings in the Financial statement Audit or in the Findings and Questioned Costs.

b. Consideration and possible motion to accept FY 2014-215 Annual Financial Audit

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

c. Consent Docket

i. Consideration and possible approval of minutes of the September 16, 2015 OVCA Board regular meeting

- ii. **Consideration and possible approval of minutes of the October 16, 2015 OVCA Board special meeting**
- iii. **Consideration and possible approval of FY 2016 purchase orders #195-218**
- iv. **Consideration and possible approval of change order to purchase order #2016-11-86**
- v. **Consideration and possible approval of payment of FY 15 K12 invoices**
- vi. **Consideration and possible approval of payment of FY 16 K12 invoices**
Discussion: Lisa Lange asked about the reason for the FY 15 invoices. Those are listed because OVCA is closing out the final FY 2015 invoices.

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

- d. **Consideration and possible approval to provide notice to landlord regarding termination and/or nonrenewal of lease**

Discussion: Kristi Gifford suggested that OVCA tell the district they do not need to remediate over Thanksgiving. Tell them that the board has concerns and would like to investigate other options. The board will let Choctaw Nicoma Park know by year end what their intentions will be.

Action: No action

- e. **Consideration and possible approval to add Pat Jordan as signer on main checking account**

Action: Lisa Lange moved to approve Pat Jordan as a signer on the checking account. Kristi Gifford seconded the motion. The motion passed unanimously.

- f. **Consideration and possible approval to add Courtney Love and Sondra Callaway as signers on the activity fund checking account**

Discussion: Lisa Lange asked if there was any danger in approving Sondra Callaway as a signer since she oversees the Activity Fund.

Action: Lisa Lange made the motion to approve Courtney Love and Sondra Callaway as signers on the activity fund assuming there is no conflict. Kristi Gifford seconded the motion. The motion passed unanimously.

- g. **Consideration and possible approval to add book fair and sales of OVCA memorabilia to activity fund fundraisers**

Discussion: Jeff Jenkins said that if OVCA chooses to do any online fund raisers, be sure to clearly state that the funds are going to student organization. Sheryl Tatum explained that the fund raising policy will be explained to teachers and included in the Teacher Handbook.

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

- h. **Consideration and possible approval of Results Global contract for Level II professional development**

Discussion: This is to offer Level II PD for key staff that have already taken Level 1 training. Sheryl Tatum explained that after this Level 2 training the school will determine if they would like to offer Level 2 for more staff.

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

i. Consideration and possible approval of Certified Languages International contract for interpretation services for ELL students

Discussion: Kristi Gifford asked how OVCA has been meeting this need. Sheryl Tatum explained that the state forms required to share with bilingual families are typically provided in multiple languages. OVCA has also used the Foreign Language teachers to interpret for families when necessary. That does not happen often. K12 has negotiated a rate for all schools, if they choose to use the service. Kristi Gifford asked if we are legally obligated to provide curriculum in a student's native language. Steven Huff said no, they are not.

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

j. Consideration and possible approval of regular board meeting dates, time and location for 2016

Discussion: The board discussed the dates for the 2016-2017 school year. Sheryl Tatum proposed that the board list the Nicoma Park Elementary School as the location and plan to change it if the school moves to a new office space. 6:30pm still works for everyone.

Discussion included selection of the following dates for school year 16-17:

- April 27th, 2016
- May 19th, 2016
- June 16, 2016
- September 15, 2016
- November 17, 2016

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

k. Executive Session:

- i. Discussion and possible action to convene into executive session for the purpose of engaging in confidential communications with legal counsel pursuant to 25 O.S. § 307.B.4 concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.**

Executive session included Lisa Lange, Sheryl Tatum, Kristi Gifford, and Bill Hickman.

- ii. Board acknowledges return to open session; and
Motion to convene a 9:10pm**

- iii. Executive session minutes compliance statement.
The board did not take any action in executive session.**

l. Consideration and possible action to authorize legal counsel, Board Chair, and Head of School to proceed with pending investigation, claim, and/or action

Action: Lisa Lange moved to authorize Legal Counsel to move forward with pending investigation, claim, and/or action. Pat Jordan seconded the motion. The motion passed unanimously.

V. New business
None

Adjournment
Meeting adjourned at 9:44pm

Kristi Aleford

Courtney Love