

**OKLAHOMA VIRTUAL CHARTER ACADEMY Annual Board Meeting**  
**June 22, 2017 6:00 pm**  
**Location: Oklahoma Virtual Charter Academy Board Meeting Room**  
**1160 S Douglas Blvd**  
**Midwest City, OK 73130**

Meeting called to order at 6:05 pm.

- I. **Roll Call**  
**Present: Board Members:** Lisa Lange, Dr. Vickie Hinkle, Terry Hopper, Kristi Gifford  
**Others:** Sheryl Tatum, David Harp, Steve Huff, Courtney Love, Pam Lowe, Bill Hickman
  
- II. **Call to the public**  
None
  
- III. **Consideration and possible approval of minutes of May 17, 2017 OVCA Board regular meeting**  
**Action:** Lisa Lange moved to approve the minutes as presented. Dr. Vickie Hinkle seconded the motion. The motion passed unanimously.
  
- IV. **Updates**
  - a. **Board President Update**
    - i. **Resignation of Linda Goodnight due to term ending**
  - b. **Treasurer's Report**  
**Discussion:** David Harp, OVCA treasurer, gave an update on OVCA finances.
  - c. **Head of School Update**
    - i. **Activity Fund Report**  
**Discussion:** Teachers are all on vacation, with the exception of those teaching summer school. New teachers begin on 7/24 and returning teachers will start back on 7/31.
  
- V. **Business**
  - a. **Consideration and possible approval of election of Lisa Lange to serve on the OVCA Board for a one year term**  
**Action:** Kristi Gifford moved to approve Lisa Lange to serve on the OVCA Board. Vickie Hinkle seconded the motion. The motion passed unanimously.
  - b. **Consideration and possible approval of election of Pam Lowe to serve on the OVCA Board for a two-year term**  
**Discussion:** Pam Lowe is a retired dog groomer. She did that for 30 years. She has 3 children. Her youngest is going into the 6<sup>th</sup> grade at OVCA. She volunteers with an anti-bullying group called Knock Out Bullying.  
**Action:** Lisa Lange moved to approve Pam Lowe to serve on the OVCA Board for a two-year term. Terry Hopper seconded the motion. The motion passed unanimously.
  - c. **Consideration and possible approval of nomination and election of Board Officers**  
**Discussion:**  
President – Terry Hopper for one year term  
Vice President – Pam Lowe  
Secretary – Dr. Vickie Hinkle  
**Action:** Kristi Gifford made a motion for Terry Hopper to act as OVCA Board President, Pam Lowe as OVCA Board Vice President, and Dr. Vickie Hinkle as Secretary.
  - d. **Discussion of OEQA School Review recommendation and priorities**

**Discussion:** The board will review the recommendations and discuss priorities at a future meeting.

**e. Consideration and possible approval of FY 18 liability insurance**

**Discussion:** Kristi Gifford had a concern with the “cost of defense” phrase in the liability policy. Bill Hickman reviewed the policy

**Action:** Kristi Gifford moved to approve the policy as presented with consideration to possible changes regarding liability defense coverages. Terry Hopper seconded the motion. The motion passed unanimously.

**f. Consideration and possible approval of 17-18 Student Handbook and updates to corresponding board policies**

**Action:** Lisa Lange moved to approve the Student Handbook with grammatical updates as needed. Dr. Vickie Hinkle seconded the motion. The motion passed unanimously.

**g. Consent Docket**

i. **Consideration and possible approval of FY 2017 purchase orders # 278-284**

ii. **Consideration and possible approval of FY 2018 purchase orders # 1-167**

iii. **Consideration and possible approval of payment of FY 17 K12 invoices**

iv. **Consideration and possible annual approval of Product and Services Agreement with K12**

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

Head of School- Sheryl Tatum

Deputy Head of School – Audra Plummer

High School Principal – Chris Pitts

Middle School Principal – Sandra Powell

Elementary School Principal – Celeste Claggett

Operations Manager – Courtney Love

Title I Coordinator – Nicole Ellison

Special Programs Manager – Kimberly Brown

School Treasurer – David Harp

Encumbrance Clerk – Sondra Callaway (Alternate: Rhonda Bellah)

Minutes Clerk – Courtney Love (Alternate: Sondra Callaway, Rhonda Bellah)

Activity Fund Custodian – Sondra Callaway (Alternate: Rhonda Bellah)

vi. **Consideration and possible approval to appoint the following individuals to serve on the Local Gifted Advisory Committee for the 2017-2018 school year.**

Nicole Ellison – Title I Coordinator

Amy Conder – Gifted Resource Coordinator

Beth Davis – Elementary Teacher

Ashely Canterbury – Middle School Teacher

Allison Miller – High School Teacher

Stacy Narrin - Parent

vii. **Consideration and possible approval of contract with David Harp for School Treasurer**

viii. **Consideration and possible annual approval of contract with Steve Huff for consultation services**

ix. **Consideration and possible approval of iReady contract**

x. **Consideration and possible annual approval of lease with Douglas Development Corporation for facility at 1156 and 1160 S Douglas Blvd, Midwest City, OK 73130**

xi. **Consideration and possible annual approval of Pitney Bowes contract for postage meter**

xii. **Consideration and possible approval of FY 18 Activity Fund subaccounts and fundraisers**

- xiii. **Consideration and possible annual acknowledgement of employee handbook**
  - xiv. **Consideration and possible approval to rescind OVCA Board Policy 5020 as a duplicate policy**
  - xv. **Consideration and possible approval to rescind OVCA Board Policy 3180**  
**Action:** Terry Hopper moved to approve the consent docket. Dr. Vickie Hinkle seconded the motion. The motion passed unanimously.
- h. Discussion and possible action to convene into Executive Session pursuant to 25 O.S. §307(B)(1)(4) and (7), to discuss the employment of management company, a pending investigation, claim, or action, and the disclosure of information would violate confidentiality requirements of state or federal law.**
- 1. **Action:** Dr. Vickie Hinkle moved to convene Executive Session at 7:57 pm. Terry Hopper seconded the motion. The motion passed unanimously.
  - 2. **Action:** Dr. Vickie Hinkle moved to come out of Executive Session at 8:55 pm. Lisa Lange seconded the motion.
  - 3. **Action:** There was no action taken during Executive Session. The members present during Executive Session were Terry Hopper, Pam Lowe, Lisa Lange, Dr. Vickie Hinkle, and Kristi Gifford. Bill Hickman, attorney, and Steve Huff, consultant, were also present.
  - 4. **Action:** Terry Hopper made a motion to accept the rubric. Dr. Vickie Hinkle seconded the motion. The motion passed unanimously.

**VI. New business**  
None

**Adjournment**

Lisa Lange moved to adjourn at 9:02 pm. Terry Hopper seconded the motion. The motion passed unanimously.