

**OKLAHOMA VIRTUAL CHARTER ACADEMY Regular Board Meeting**  
**May 10, 2018 6:30 pm**  
**Location: Oklahoma Virtual Charter Academy Board Meeting Room**  
**1160 S Douglas Blvd**  
**Midwest City, OK 73130**

**I. Roll Call**

**Present: Board Members:** Terry Hopper, Kristi Gifford, Pam Lowe, Heather Reed

**Others:** Sheryl Tatum, David Harp, Steve Huff, Courtney Love, Celeste Claggett, Dr. Rebecca Wilkinson

**II. Call to the public**

Dr. Wilkinson shared a report of a study that the Statewide Virtual Charter School Board conducted regarding the reasons for enrolling, benefits and challenges of Oklahoma Virtual Charter Academy. She recommended that the board members review the Executive Summary on pages 4 and 5 and the Conclusion on pages 18 and 19.

**III. Consideration and possible approval of minutes of April 19, 2018 OVCA regular board meeting**

**Action:** Pam Lowe made a motion to approve the minutes with an amendment to remove Steve Huff and Bill Hickman from the roll call. Kristi Gifford seconded the motion. The motion passed unanimously.

**IV. Updates**

**a. Board President Update**

None

**b. Treasurer's Report**

**Discussion:** David Harp shared the treasurer's update.

**c. Head of School Update**

**i. Activity Fund Report**

**Discussion:** OVCA and ISOK combined for the prom. It was held last weekend in Chandler. The recent activity in the activity fund were pay outs for prom expenses. Middle School purchased supplies for the Fun Run out of the activity fund.

Steve Huff explained that he stepped in to help with Title I and Title II Funds when Nicole Ellison, the former Title I Coordinator, left. Steve Huff found that there had been a mistake in the Title II calculations, but the school was not contacted about the error. It was found in March when approximately \$80,000 was removed in Title II funds. Steve worked with Sheryl Tatum to move around some Federal grants to help offset the loss.

Sheryl Tatum shared that she is working on teacher raises so that information can be shared with teachers as they make decisions about returning next year, but there is a motion to repeal the tax increase. The letter with raise information that will be shared with teachers will state that raise is pending the assumption that the school will receive the funding for the raise. If the tax is repealed the raise will have to be refigured based on a different budget.

Sheryl Tatum shared survey results from families with the board. The data shows that families would like to have a single point of contact. They would like to meet in person, but the frequency varies. Families would like to attend social sessions, student-led assemblies, and academic sessions. Some families also wanted traditional paced daily sessions, especially for math and Language Arts. To accomplish the wishes of families, the FAST team will be dispersed to provide regional support. Each point of contact will work with the families in their region to determine what support is desired from their group. This will help the course teachers to focus on teaching.

**d. Principal Update: Progress toward School Improvement Goals, Elementary Principal**

**Discussion:** Celeste Claggett shared the elementary update. The vision this year was to build relationships and collaborate with families towards the success of each student by creating an online environment that fosters achievement and a love of learning. Goals for the 17-18 school year include that 90% of students in Kindergarten through 3<sup>rd</sup> grade will make one grade level's growth based on the Dibels Composite Score. 90% of students will master grade level sight words with 85% mastery, and that 80% of students will demonstrate mastery of specific ELA and math strands. Celeste shared the school's progress towards each of these goals. Changes for SY 18-19 include using USA Test Prep to assess for skills mastery, holding weekly grade level DDI meetings with principal, having a single point of contact for families, which will allow for additional support of student attendance at CC sessions, and platform updates/changes within the OLS.

**V. Business**

**a. Consent Docket**

- i. Consideration and possible approval of FY 2018 purchase orders #263-270**
- ii. Consideration and possible approval of change order to purchase order 2018-11-226**
- iii. Consideration and possible approve of Change Order 2017-11-233**
- iv. Consideration and possible approval of payment of FY 18 K12 invoices**

**Action:** Pam Lowe made a motion to approve the Consent Docket as presented. Heather Reed seconded the motion. The motion passed unanimously.

**b. Consideration and possible approval of initial FY 19 budget**

**Action:** Pam Lowe made a motion to approve the initial FY 19 budget. Heather Reed seconded the motion. The motion passed unanimously.

**c. 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)(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 and to discuss 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.**

**1. (Action) Vote to Convene into Executive Session**

**Action:** Heather Reed made a motion to convene into Executive Session. Terry Hopper seconded the motion. The motion passed unanimously.

**2. (Action) Vote to Return to Open Session**

**Action:** Heather Reed made a motion to return to Open Session. Kristi Gifford seconded the motion. The motion passed unanimously.

**3. Reading of the Executive Session Minute**

Board convened into executive session. Present in the executive session were

Terry Hopper, Kristi Gifford, Pam Lowe, and Heather Reed. Also in executive session was Bill Hickman, Board Attorney, Steve Huff for the portion of time that the Education Service Provider Evaluation Instrument was addressed, Courtney Love for a brief time while the Education Service Provider Evaluation Instrument was being completed, and Sheryl Tatum for the portion of time that the litigation issue was addressed. No action was taken and no motion was made.

**4. (Action) Possible action on items considered in Executive Session**

No action was taken.

**VI. New business**

None

**VII. Adjournment**

**Action:** Kristi Gifford moved to adjourn the meeting at 9:01 pm. Heather Reed seconded the motion. The motion passed unanimously.