

**OKLAHOMA VIRTUAL CHARTER ACADEMY Annual Board Meeting**  
**June 21, 2018 6:00 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, Carla Maloy, Dr. Frank Nelson

**Others:** Sheryl Tatum, David Harp, Steve Huff, Courtney Love, Bill Hickman, Audra Plummer

**II. Call to the public**

None

**III. Consideration and possible approval of minutes of May 10, 2018 OVCA Board regular meeting**

**Discussion:**

**Action:** Kristi Gifford made a motion to approve the minutes as presented. Pam Lowe seconded the motion. The motion passed unanimously.

**IV. Updates**

**a. Board President Update**

None

**b. Treasurer's Report**

**Discussion:** David Harp presented the Treasurer's Report.

**c. Head of School Update**

**i. Activity Fund Report**

Sheryl Tatum explained that she will send the board two updates a month. Mid-month she will send reports, including academic reports and financial reports. At the end of the month she will send a newsletter.

Enrollment numbers typically jump in August right before school starts. We also see students who decide not to come back at the beginning of the year, so she anticipates that enrollment numbers will change quiet a bit before enrollment closes.

Kristi Gifford asked Bill Hickman if the school could set aside part of the 3% fee that the authorizer is not charging right now for a scholarship fund. Bill Hickman said that the feedback he has received when checking with the State Department of Education has not been positive. He said that we might be able to set up contracts with Tech Schools or Community Colleges to pay fees for students.

**V. Business**

**a. Consideration and possible approval of election of Dr. Frank Nelson to serve on the OVCA Board**

**Action:** Pam Lowe made a motion to approve Dr. Frank Nelson to serve a two- year term on the OVCA board. Heather Reed seconded the motion. The motion passed unanimously.

**b. Consideration and possible approval of election of Carla Maloy to serve on the OVCA Board**

**Action:** Kristi Gifford made a motion to approve Carla Maloy to serve a three- year term on the OVCA Board. Pam Lowe seconded the motion. The motion passed unanimously.

**c. Consideration and possible approval of nomination and election of Board Officers**

**Discussion:** Pam Lowe nominated Terry Hopper for the position of Board President. Kristi Gifford nominated Pam Lowe for the position of Vice-President and Heather Reed for the position of Board Clerk.

**Action:** Kristi Gifford made a motion to approve Terry Hopper as Board President, Pam Lowe as

Vice President, and Heather Reed as the Board Clerk. Dr. Frank Nelson seconded the motion. The motion passed unanimously.

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

**Discussion:** The board has a multi-year agreement with K12, but the board reviews it annually. Hickman gave the board an overview of the Product and Services Agreement. There is a section that describes the education products that K12 will provide and a section for school/board responsibilities.

**Action:** Pam Lowe made a motion to approve the Product and Services Agreement with K12. Dr. Frank Nelson seconded the motion. The motion passed unanimously.

**e. Consent Docket**

- i. **Consideration and possible approval of FY 2018 purchase orders # 271-277**
- ii. **Consideration and possible approval of FY 2019 purchase orders # 1-144**
- iii. **Consideration and possible approval of FY 2018 change order #2018-11-32**
- iv. **Consideration and possible approval of FY 2018 change order #2018-11-235**
- v. **Consideration and possible approval of payment of FY 18 K12 invoices**
- vi. **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 – TBD**
  - 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)**
- vii. **Consideration and possible approval to appoint the following individuals to serve on the Local Gifted Advisory Committee for the 2018-2019 school year.**
  - Gifted Resource Coordinator - TBD**
  - Elementary Teacher – Beth Davis**
  - Middle School Teacher – Ashley Canterbury**
  - High School Teacher – Allison Miller**
  - Parent – Stacy Narrin**
  - Community Member – Nicole Ellison**
- viii. **Consideration and possible annual acknowledgement of K12 employee handbook**
- ix. **Consideration and possible approval of contract with David Harp for School Treasurer**
- x. **Consideration and possible annual approval of contract with Steve Huff for consultation services**
- xi. **Consideration and possible annual approval of lease with Douglas Development Corporation for facility at 1156 and 1160 S Douglas Blvd, Midwest City, OK 73130**
- xii. **Consideration and possible annual approval of Pitney Bowes contract for postage meter**
- xiii. **Consideration and possible approval of FY 19 Activity Fund subaccounts and fundraisers**

**Discussion:**

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

**f. Consideration and possible approval of FY 19 liability insurance**

**Discussion:** FY 19 liability insurance is through the same company that the school has used in

the past, but there is a slight drop in the quote this year. There is a decision to be made about the cyber liability insurance – a one million dollar policy, a two million dollar policy, and a three million dollar policy. The insurance company said that most schools carry one million. Bill Hickman believes that one million is sufficient for OVCA.

**Action:** Pam Lowe made a motion to approve the FY 19 liability insurance with a one million dollar cyber liability coverage policy. Carla Maloy seconded the motion. The motion passed unanimously.

**g. Consideration and possible approval of contract with CommCore for VoIP phone service and equipment rental**

**Discussion:** The current phone contract is CommCore. K12 negotiated a better rate with CommCore.

**Action:** Kristi Gifford made a motion to approve the contract with CommCore for VoIP phone service and equipment rental. Heather Reed seconded the motion. The motion passed unanimously.

**h. Consideration and possible approve of revisions to OVCA Board Policy 2010 Grade Placement for Students Entering from Homeschool**

**Discussion:** The change to this policy clarifies that if the student is coming from a non-accredited school or homeschooling, the student must take a placement test and earn at least a 60%. The new policy also allows for credits to be transcribed as shown instead of using a "P".

**Action:** Pam Lowe made a motion to approve the OVCA Board Policy 2010 as presented. Dr. Frank Nelson seconded the motion. The motion passed unanimously.

**i. Consideration and possible approval of revisions to OVCA Board Policy 2030 Graduation Requirements.**

**Discussion:** This change states that at least 25% of a student's credits must be earned with OVCA for graduation. This statement was added to align with AdvancEd accreditation.

**Action:** Pam Lowe made a motion to pass OVCA Board Policy 2030 as presented. Dr. Frank Nelson seconded the motion. The motion passed unanimously.

**j. Consideration and possible approval of revisions to OVCA Board Policy 3000 Application\_Enrollment\_Lottery**

**Discussion:** As a public charter school we can set capacity limits. Last year OVCA backfilled at semester. The feedback that we received was that students would like to enroll during the semester instead of waiting to the semester change. At the end of the month K-8 students will be backfilled and at the end of a grading period in high school according to the proposed policy.

**Action:** Dr. Frank Nelson made a motion to approve OVCA Board Policy 3000 as presented. Terry Hopper seconded the motion. The motion passed unanimously.

**k. Consideration and possible approval of revisions to OVCA Board Policy 3030 Loaner Computer and Internet Subsidy**

**Action:** Pam Lowe made a motion to approve OVCA Board Policy 3030 as presented. Kristi Gifford seconded the motion. The motion passed unanimously.

**l. Consideration and possible approval of revisions to OVCA Board Policy 3050 Residency**

**Action:** Kristi Gifford made a motion to approve OVCA Board Policy 3050. Terry Hopper seconded the motion. The motion passed unanimously.

**m. Consideration and possible approval of revisions to OVCA Board Policy 31110 Withdrawal**

**Action:** Heather Reed made a motion to approve OVCA Board Policy 31110 as presented. Pam Lowe seconded the motion. The motion passed unanimously.

**n. Consideration and possible approval of 18-19 Student Handbook**

**Action:** Pam Lowe made a motion to approve the 18-19 Student Handbook as presented. Heather Reed seconded the motion. The motion passed unanimously.

**o. 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.

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

**ii. Board acknowledges return to open session; and**

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

**iii. Executive session minutes compliance statement.**

Board convened into executive session. Present in the executive session were Terry Hopper, Kristi Gifford, Pam Lowe, and Heather Reed, Carla Maloy, and Dr. Frank Nelson. Also in executive session was Bill Hickman, Board Attorney, and Sheryl Tatum. No action was taken and no motion was made.

**p. Consideration and possible approval of resignation of Kristi Gifford, OVCA Board Member**

**Action:** Kristi Gifford made the motion to approve the resignation of Kristi Gifford. Pam Lowe seconded the motion. The motion passed unanimously.

**q. Consideration and possible acceptance of resignation of Dr. Vickie Hinkle, OVCA Board Secretary, due to end of term.**

**Action:** Pam Lowe made a motion to accept the resignation of Dr. Vickie Hinkle. Terry Hopper seconded the motion. The motion passed unanimously.

**VI. New business**

None

**Adjournment**

**Action:** Heather Reed made a motion to adjourn the meeting at 8:00 pm. Pam Lowe seconded the motion. The motion passed unanimously.