

**OKLAHOMA VIRTUAL CHARTER ACADEMY Regular Board Meeting**  
**September 16, 2015 6:30 pm**  
**Location: Oklahoma Virtual Charter Academy Board Meeting Room**  
**11601 Jeffords**  
**Nicoma Park, OK 73066**

Meeting called to order at 6:42pm.

**I. Roll Call**

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

Other: Sheryl Tatum, OVCA Head of School; David Harp, Treasurer; Steve Huff, Bill Hickman, OVCA Attorney; Rebecca Wilkinson, Executive Director of the Statewide Virtual Charter School Board; Lynn Stickney, Oklahoma Statewide Virtual Charter School Board Program Specialist; Courtney Love, Minutes Clerk;

**II. Call to the public**

None

**III. Training/Updates**

- a. **"Who's Who and What's What at the Statewide Virtual Charter School Board" presentation by Dr. Rebecca Wilkinson, Executive Director of the Statewide Virtual Charter School Board**  
**Discussion:** Rebecca Wilkinson came to present to the Board about Who's Who and What's What at the Statewide Virtual Charter School Board (SVCSB). The purpose of the SVCSB is to provide oversight of the operations of virtual charter schools, provide initial authorization, and renewal of charters. There are five areas in the authorization/oversight criteria:

- Foundation of the school charter
- Organizational capacity
- Financial management
- Education program and performance
- Growth/development plan

SVCSB Initiative Examples

- Increased site visits/school connections
- Communication/media improvements
- Policies and procedures manual development
- Clarification of charter contracts expectations
- School evaluations through the office of education quality and accountability
- Virtual charter school board training
  - How many modules will there be and how long will each training module last?  
Rebecca Wilkinson said that she would have a better idea about that next month.  
She is still finalizing her training plan.

Who should enroll in virtual charter schools?

- Full time online education requires home support and parental involvement and a full time commitment from student and guardian.

Study about "Who are current OK virtual charter school students?"

- Students were provided a list of reasons why they chose a virtual charter school. The study found that school safety concerns were the number one reason. Health/wellness issues trailed as a close second.

**b. Board President Update**

**Discussion:** Kristi Gifford is looking for some new members for the board. She has several leads.

Steve Huff mentioned that OVCA is having issues with the WAVE and Ed Plan, but they are working through those issues. On the school side they have entered their data into our SIS, PowerSchool, but with the new software the entire state is experiencing challenges.

OVCA received their reauthorization for two years.

Kristi Gifford asked Rebecca Wilkinson to share some of the strengths that she has found through the reauthorization process. Rebecca Wilkinson stated that we have a very strong leader in Sheryl Tatum as Head of School and our academic leaders. Rebecca Wilkinson mentioned that she would like to see more consistency and depth in the ILPs and improvement in test scores. Rebecca Wilkinson said that she wanted to see continued progress in OVCA audits. Kristi Gifford brought up the fact that mobility is a big issue with OVCA and they face issues that brick and mortar schools do not experience. Kristi Gifford hopes that the state will keep that in mind when reviewing OVCA's growth in test scores from year to year.

**c. Treasurer's Report**

**Discussion:** David Harp reviewed the treasurer's report. Kristi Gifford asked about outstanding checks and David Harp explained that they carry forward each year.

**d. Head of School Update**

**Discussion:** Sheryl Tatum discussed the Board Metrics. The enrollment this year is higher than expected in High School. Sheryl Tatum mentioned that the new Online High School has been a big learning curve for staff and students, but the new platform has huge potential.

**IV. Business**

**a. Consent Docket**

- i. Consideration and possible approval of minutes of the June 26, 2015 OVCA Board regular meeting**
- ii. Consideration and possible approval of FY 2015 purchase orders #345-346**
- iii. Consideration and possible approval of FY 2016 purchase orders #137-194**
- iv. Consideration and possible approval of change order to purchase order 2016-11-112**
- v. Consideration and possible approval of payment of FY 15 K12 invoices**
- vi. Consideration and possible approval of payment of FY 16 K12 invoices**
- vii. Consideration and possible approval of Estimate of Needs for FY16**

**Discussion:** David Harp reviewed the Estimate of Needs. Lisa Lange asked why we had an Estimate of Needs. Sheryl Tatum and David Harp explained that it is required by law. The Estimate of Needs is a compilation of last year's expenditures and the expected appropriations for this year.

**Action:** Kristi Gifford moved to approve all items listed on the consent docket. Lisa Lange seconded the motion. The motion passed unanimously.

**b. Discussion regarding mold in building, early termination of lease, and cooperation with K12**

**Discussion** Sheryl Tatum explained that teachers complained of smell during April 3<sup>rd</sup> PD. At that time, Sheryl Tatum sent Kevin Berry an email requesting mold testing. Kevin Berry replied that he would discuss concerns with Superintendent. In late April Kevin Berry emailed that rent would be increased and stated they were working on perceived mold issue. In July Courtney Love found visible mold in a classroom. OVCA had a mold inspection completed shortly after finding the mold in the classroom. The report identified mold levels throughout the building double the control, higher mold in the room with the visible mold, but the highest (5x control) amounts of mold in one room where there no visible signs of mold. Mold inspector was confused about how mold could be throughout building if air vents were not connected. He stated that more testing is needed to identify source of mold in the office. In mid-September

Dr. McCharen, Kevin Berry, and Brian Cannon from Choctaw Nicoma Park Schools visited the school. Dr. McCharen stated he is committed to fixing the problem and they like having OVCA there. That left OVCA in limbo about how to proceed.

- c. **Consideration and possible action to authorize of Head of School to search for office space and negotiate lease agreement on space subject to final approval by the Board**  
**Discussion:** Sheryl Tatum stated that we need to start looking so we have option in the case we need to move.  
**Action:** Pat Jordan made a motion to authorize Head of School to search for a new space. Kristi Gifford seconded the motion. The motion passed unanimously.
- d. **Consideration and possible approval of Investment Policy**  
**Discussion:** OVCA had an issue come up two years ago when they filed all of their reports with the State Department of Education. David Harp told them at that time that it would cost OVCA more fees to invest in interest earning accounts. David Harp is suggesting that we invest a small amount in a CD. The policy says the board would allow the Head of School to designate someone to invest for OVCA. This year Sheryl Tatum would designate David Harp, Treasurer, to invest funds for the school. David Harp said that he will provide a report about the investment each month with his treasurer's report.  
**Action:** Lisa Lange moved to adopt the policy. Pat Jordan seconded the motion. The motion passed unanimously.
- e. **Consideration and possible approval of Employment Policies and Procedures**  
**Discussion:** This policy incorporates the K12 benefits and insurance into the school employment policy. Everything in this policy was included in the service agreement with K12, this policy is just cleaner and clearly outlines the employment policy.  
**Action:** Lisa Lange moved to approve the policy as written. Kristi Gifford seconded the motion. The motion passed unanimously.
- f. **Consideration and possible approval to authorize legal counsel, Board President and Head of School to negotiate contract with Statewide Virtual Charter School Board subject to final approval by the Board**  
**Action:** Pat Jordan made a motion to approve. Lisa Lange seconded the motion. The motion passed unanimously.
- g. **Consideration and possible approval to add David Harp as signer on checking account**  
**Discussion:** David Harp has been contacted a few times about collateral or to issue stop payments for checks. Right now he does not have the authority to do that.  
**Action:** Kristi Gifford moved to approve David Harp as a signer on the account. Lisa Lange seconded the motion. The motion passed unanimously.
- h. **Consideration and possible approval to give David Harp login administrator rights for the banking accounts**  
**Discussion:** David Harp currently has access to some documents, but can't get e-statements. He would like to have e-statements. Kristin Gifford will maintain access and add David Harp as a dual administrator.  
**Action:** Pat Jordan motioned to approve. Lisa Lange seconded the motion. The motion passed unanimously.
- i. **Consideration and possible approval of Wen-Gage contract for conversion and online accounting system for FY 16**  
**Discussion:** David Harp explained that Wen-Gage is going to an online system. OVCA will convert within the next month. This will allow David Harp to do most of his work from home

instead of coming to the office. The cost of the conversion is substantial, but OVCA needs to switch over to an online accounting system.

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

**j. Consideration and possible approval of Results Global contract for professional development**

**Discussion:** OVCA is seeing positive results from the Results Global coaching that they offered for administration last year. OVCA would like to do Level 1 training for more of their staff. If they offer the trainings to other districts or groups it will lower their cost. K12 and ISOK would like to send some individuals to join with OVCA, which would lower OVCA's percentage to 67%.

**Action:** Kristi Gifford moved to approve as written. Pat Jordan seconded the motion. The motion passed unanimously.

**k. Consideration and possible approval to further continue Head of School's authorization to enter into contracts up to \$5,000 or less and that are twelve months in length**

**Discussion:** Sheryl Tatum explained that the board approved her to enter into contracts up to \$5000 in the fiscal policies, but she wanted to bring it to the board annually.

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

**l. Consideration and possible approval to further continue Head of School's authorization to enter into contracts for testing facilities that exceed \$5,000 so long as supporting documentation for each contract is retained by Head of School**

**Discussion:** Bill Hickman explained that he thought it would be a good idea to have this policy in place to protect the school in case there is a situation where the cost for a location is more than expected. If there was ever an audit and a question about the cost came up, there would be documentation to back up the cost of facility.

**Action:** Lisa Lange moved to approve as presented. Pat Jordan seconded the motion. The motion passed unanimously.

**V. New business**

None

**Adjournment**

Meeting was adjourned at 9:06pm.

Kristi Gifford, Pres.  
Courtney Love