

**OKLAHOMA VIRTUAL CHARTER ACADEMY Regular Board Meeting**  
**February 19, 2014 6:30 pm**  
**Location: Oklahoma Virtual Charter Academy Board Meeting Room**  
**11601 Jeffords**  
**Nicoma Park, OK 73066**

**Meeting called to order at 6:32pm.**

**I. Roll Call**

**Board Members:** Kristi Gifford, Board President; Lisa Lange, Board Member  
**Other:** Bill Hickman, David Harp, Steve Huff, Sheryl Tatum, and Courtney Love  
**Absent:** Pat Jordan, Treasurer

**II. Call to the public**

None

**III. Updates**

**a. Board President Update**

**b. Treasurer's Report**

**Discussion:** David Harp summarized the four statements included in the Treasurer's Report. OVCA received their mid-year adjustment and it did increase slightly.

Kristi Gifford asked what "AJ" means. It stands for an adjusted journal entry. He said that everything balanced out at the end of the last fiscal year and there haven't been any adjusted journal entries this year.

Kristi Gifford mentioned that a few OVCA teachers are filling in as subs for ISOK. OVCA will bill ISOK for the "substitutes" time. Sheryl Tatum mentioned that there have been a few situations where OVCA has been billed for ISOK services. In those one off situations, OVCA will just create an invoice to bill ISOK.

**c. K12 Regional Finance Update**

**d. Head of School Update**

**Discussion:** Sheryl Tatum mentioned that ISOK just moved to sanction an Activity Fund. ISOK wanted to sell t-shirts or prom tickets because they don't have a booster club. Right now, OVCA has a Booster Club with their own fund. David Harp suggested that OVCA put the Booster Club under the Activity Fund, if they choose to open one, and they will be able to use the 501C3 status on their purchases. Kristi Gifford wanted to know if Booster Club expenditures would have to be approved by the Board. David Harp explained that they would not have to wait for Board Approval unless the Board chose to set it up that way. Bill Hickman and Sheryl Tatum will work on an Activity Fund Policy to bring to the next board meeting. The Booster Club will have to either be sanctioned or become part of the Activity Fund, if the Board decides to approve one.

**IV. Business**

**a. Consideration and possible approval of final payment to K12 for products received and services rendered for FY 14**

**Discussion:** Tabled

**b. Consideration and possible approval of payment to K12 for products received and services rendered for FY 15**

**Discussion:** Kristi Gifford questioned a lost computer fee from December. The family in question stated that the computer was not received, but had been signed for by someone

else. The family stated that they do have a family with that name, but they would not go talk to them about it.

**Action:** Kristi Gifford moved to approved the motion. Lisa Lange seconded the motion. Motion passed unanimously.

**c. Consideration and possible approval of revision to Enrollment Policy**

**Discussion:** Kristi Gifford asked for #4 of the second paragraph to be changed to “a child or grandchild.”

Lisa Lang moved to approve the motion. Kristi Gifford seconded the motion. The motion passed unanimously.

**d. Consideration and possible approval of 2015-2016 School Year Calendar**

**Discussion:** Kristi Gifford asked what the date was highlighted in green in the month of May on the proposed 2015-2016 SY Calendar. Sheryl Tatum explained that it was a holiday – Memorial Day.

A committee of teachers worked on the calendar. Kristi Gifford expressed concern about not having a Fall Break in the proposed calendar. Sheryl Tatum explained that with the goal of starting a little later, but finishing before Memorial Day, they couldn't fit in Fall Break. Sheryl Tatum suggested that teachers offer tutoring rather than mandatory Class Connect sessions and plan to accommodate families who have students in brick and mortar and would like to make plans during the brick and mortal Fall Break. OVCA will be flexible about that and offer an alternate plan so that students won't fall behind.

Kristi Gifford asked that OVCA staff work to ensure students set up their calendar correctly so that Parent Teacher conferences are marked as a vacation days on the OLS school calendar. She asked that we communicate to teachers about the calendar set up and make sure that they inform their students.

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

**e. Consent Docket**

**i. Consideration and possible approval of minutes of the December 18, 2014 OVCA Board regular meeting**

**Discussion:** Kristi Gifford requested that the following statement be added to the travel policy on the third row right before “Other expenses.”: “In accordance with IRS regulations, as recommended by School Treasurer, David Harp.”

**Action:** Kristi Gifford moved to approve with the clarification statement shown above. Lisa Lange seconded the motion. The motion passed unanimously.

**ii. Consideration and possible approval of FY 2015 purchase orders #240-266**

**iii. Consideration and possible approval of Results Global Coaching Agreement for Services**

**Discussion:** Kristi Gifford feels like this will be very beneficial, but she recommended that the coaching include follow-up calls.

**iv. Consideration and possible approval of Engagement Letter with Jay Jenkins for auditing services**

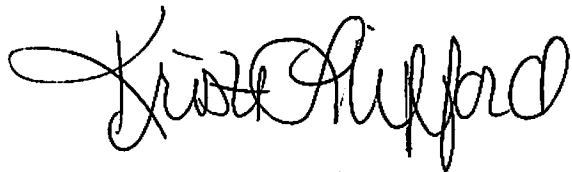
**v. Consideration and possible approval of Focus EduVation Intervention Services quote**

**Discussion:** Kristi Gifford asked if OVCA would have to pay for students who do not show up for tutoring. Sheryl Tatum confirmed that OVCA would not be responsible.

**Action:** Lisa Lange moved to approve items ii. through v. Kristi Gifford seconded the motion. Motion passed unanimously.

V. New business  
None

Adjournment – Meeting adjourned at 7:49 pm.

A handwritten signature in black ink, reading "Krista Hufford". The signature is written in a cursive, flowing style with a large initial 'K'.