

MINUTES OF
COMMUNITY STRATEGIES, INC.
EPIC BLENDED CHARTER SCHOOL – BOARD MEETING

Traub Elementary School
6500 SE 15th St., Room 9
Midwest City, OK 73110

AGENDA

Wednesday, April 17, 2019

1. Call to order and roll call – 7:00 p.m.

Present: ***Doug Scott***
 Liberty Mitchell
 Adam Reynolds
 Betsy Brown

Others in
Attendance: David Chaney, Supt.
 Josh Brock
 Ben Wadley
 Bill Hickman, Board attorney

Absent: ***Mike Cantrell***

2. Pledge of Allegiance and Moment of Silence

3. Introductions

CFO Brock introduced Daniel Haynes, new Financial Analyst at Epic.

Consent Docket (Action)

The following items concern reports and items of a routine nature normally approved at Board meetings. They will be considered and voted on together as a group with one vote; provided that any Board member may ask that one or more items be considered and voted on separately. The Consent Agenda includes discussion, consideration, and possible action upon the following items:

4. Minutes of the January 16, 2019, Board meeting.

Purchasing and General Business

5. Discussion and possible action to approve purchase orders and encumbrances through March 31, 2019.
CFO Brock - lots of testing space rentals and Chance for Change (employee assistance program for counseling services), but everything else is relatively standard
6. Discussion and possible action to approve CBEW as auditor for FY 2020.
Supt. Chaney - renewal of contract
7. Discussion and possible action to approve Josh Brock as Encumbrance Clerk for FY 2020.
Supt. Chaney - renewal of contract
8. Discussion and possible action to approve David Harp as School Treasurer for FY 2020.
Supt. Chaney - renewal of contract
9. Discussion and possible action to approve updated Student Parent Handbook.
Wadley:
 1. *graduation policy - change procedure for under 18 students wanting to drop out/withdraw to get GDE. The student's HS needs to approve and sign a form for them to do this. This policy codifies that Epic will not sign in hopes the student will stay in school and get a diploma.*
 2. *at request of SDE, Epic's policy states parents/students sign a form stating they know they are graduating early since they do not need to do end of year exams anymore.*
10. Discussion and possible action to approve updated Employee Handbook.
Wadley:
 1. *Went through entire book making sure all versions are the most current updates, but that have already been approved by the Board;*
 2. *updated remote employee policies regarding leave*
 3. *update retirement policy so they are not penalized on bonus when they retire*
 4. *Standards of Professional Conduct: regarding professionalism for teachers, statute stating board has to direct the distribution of this policy to the teachers*

Scott: asked about the teacher due process act, thought school was except from that

Wadley & Supt. Chaney: according to SDE the teacher due process act has

to be in the language, though as a charter school Epic is exempt, but this is not new, but is just being put in the policy book now (this had previously been sent out in a separate email)

Hickman: concerning if teacher uses handbook as a claim, but if school is exempt - this could cause a problem since the school is “at will”

Scott: stated the school should not need to notify teachers of something they are exempt from

Hickman: suggesting tabling this item to do further research and possibly change language to include disclaimer that school is exempt from teacher due process act

11. Discussion and possible action to approve renewal of TR Office Park Temporary Space Agreement.

CFO Brock - rental for testing space

12. Discussion and possible action to approve Protest Procedures for USDA Procurement.

Wadley - this policy is standard for participating in child nutrition programs regarding purchases and contracts

13. Discussion and possible action to approve document retention policy.

Supt. Chaney - putting more specific policy based on rules and procedures, help with efficiency and space, keep for 7 years -- IT company will purge electronic documents automatically after 7 years

Hickman: brought up issue regarding e-mails being deleted, also make sure employees are following it

Wadley: all e-mails, even if the employee thinks it is deleted completely, are accessible by the school

14. Discussion and possible action to approve Open Records Request Fee Schedule.

Supt. Chaney - law allows charging a reasonable fee for production and time of fulfilling open records request (ORR). Recently Epic received such a large ORR request which took a lot of working hours to complete, so Epic needs a policy to help recoup funds in the future.

15. Discussion and possible action to approve 50 Penn Construction Estimate and Contract for construction services.

Supt. Chaney - very pleased with the work, budget and timeliness of contractor at Traub, and this 50 Penn Place contract will be more extensive using the same contractor -- this facility will have approximately 96 office, double the conference room space, teacher meeting space, production studio

for communications department

Brock: the proposal of the landlord to cover 1 million has not been approved yet, but have also used another contractor to compare estimate from Smith & Pickel -- he suggests the board authorize Chaney to continue any contracts up to 5.5 million based on projection of construction

Chaney: would like project done by June, 2019

16. Discussion and possible action to approve Temporary Appropriations for FY 20.

CFO Brock - allows school to start the 2019-2020SY before it receives funding. This will allow the school to get to the October meeting.

17. Discussion and possible action to approve Chairman Scott and Secretary Brown to sign Supplemental Estimate of Needs when completed.

Supt. Chaney - when CBW gets Estimate of Needs done, it will already be approved so the board members can sign it

18. Discussion and possible action to approve MAS Student Information Systems and Accounting Software Agreement Renewals.

Supt. Chaney - renewal of contract

Motion to amend Consent Docket Items 10 and 15 and remove them from the consent docket to be voted on separately.

Board Member Mitchell moved to remove Consent Docket items 10 and 15. Board Member Reynolds seconded the motion. The motion to approve passed unanimously.

Board Member Brown moved to approve the Consent Docket without 10 and 15. Board Member Reynolds seconded the motion. The motion to approve the Consent Docket passed unanimously.

(Action) Item 10 with edit: Discussion and possible action to approve updated Employee Handbook, striking only the policy regarding Professional Standard of Conduct.

Board Member Brown moved to approve amended Consent Docket Item 10. Board Member Reynolds seconded the motion. The motion to approve passed unanimously.

(Action) Item 15 with edit: Discussion and possible action to approve 50 Penn Construction Estimate and Contract for construction services, and to authorize David Chaney to negotiate a remodel contract at the lowest bid price, not to exceed 5.5 million.

Board Member Brown moved to approve amended Consent Docket Item 15. Board Member Reynolds seconded the motion. The motion to approve passed unanimously.

Information to the Board

- a. Presentation and discussion regarding Budget for FY2019.
Brock: described cash reserves, revenue amounts, and expenditures in regards to various timelines for the Blended school -- including a description of how payroll for teachers is done
- b. Presentation of Comprehensive Exit Report
Supt. Chaney: for One on One and Blended, report shows each time student leaves school, the reason for exiting is coded -- last year the school focused more on tracking where the students are going to get more accurate data (dropout rate went from 20% to 4% once school started focusing on this)

19. Superintendent's Update

Supt. Chaney: for One on One and Blended:

1. *HS Prom is May 4th*
2. *Testing big focus, running 32 testing sites across state, given 20,393 individual tests as of today - tracking 99% on participation*
3. *As of today have 16,215 applications for next year (this day last year 10,515 applications) -- next year projecting just under 30,000 by end of 1st 9 weeks, cumulatively 33,736 students by end of year*
4. *Hiring lots of new teachers for this growth (over 600 new teachers this year)*
5. *are giving the teachers a \$1,200 raise in addition to raise last year*
6. *are increasing the learning fund back to the \$1,000 it was in the first year, to open up more educational opportunities for students*
7. *SVCSB has voted to strike 9 hour rule limited amount of time a teacher can spend with student, he thinks Governor Sitt will approve it*
8. *As of today, 23,872 students are enrolled at One on One and Blended combined*
9. *Legislation:*

- a. *HB 1395 Virtual School Transparency and Accountability bill is coming up, the version as it is now Epic hopes will pass*
- b. *SB 268 allows boards to conduct remote meetings to obtain quorum, but only applies to schools authorized by SVCSB -- but this was not expanded to all boards, so school will still have to meet for Blended board*

20. **Board Member Comments**

None.

21. **Public Comments**

- a. All meetings of the Board of Education shall be open to the public, and any regular meeting shall include an opportunity for the public to address the Board. Presentations under “Public Comments” are limited to three (3) minutes. Where several people wish to address the same subject, a spokesperson must be selected. The Board Chairman may interrupt and terminate any presentation that is not in accordance with any of these criteria. Board members may not respond to speakers’ comments.

None.

22. **Adjournment**

Board Member Reynolds moved to approve adjourn the meeting. Board Member Mitchell seconded the motion. The motion to adjourn the meeting passed unanimously.

Board Chairman Doug Scott

Secretary Betsy Brown