

# MINUTES OF

## COMMUNITY STRATEGIES, INC. EPIC ONE ON ONE CHARTER SCHOOL – SPECIAL BOARD MEETING

50 PENN PLACE, 1900 NW EXPRESSWAY, SUITE 305  
OKLAHOMA CITY, OK 73118

No board members will be present at the physical site.

**\*\*Pursuant to SB661, this meeting will be conducted via teleconference\*\***

**Audio access: 205-825-9189 (no access code needed)**

**Board Members will be present via teleconference:**

**Doug Scott**

**Adam Reynolds**

**Betsy Brown**

**Liberty Mitchell**

**Mike Cantrell**

*If the audio connection is disrupted the meeting will temporarily pause for 10 minutes. After 10 minutes the meeting will reconvene. If that is not possible, the meeting will end and an announcement about a rescheduled meeting will be posted on the school website.*

**ACCESS TO DOCUMENTS** for this meeting will be uploaded to: [epiccharterschools.org](http://epiccharterschools.org).

**Hover mouse over “About”**

**Hover mouse over “Contact”**

**Click on “School Board”**

**Scroll down to find the meeting entitled “May 27, 2020 Special Board Meeting” and click on the link below it.**

**OR by entering this link in your search bar:**

**<https://www.dropbox.com/sh/ugwrhwcju80snob/AABRNTPL3T2FBS6xVxU3nwj6a?dl=0>**

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**MINUTES OF AGENDA**

**Wednesday, May 27, 2020**

1. Call to order and roll call – 6:30 p.m.  
*started at 6:32 p.m.*

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

***Absent:***        ***Mike Cantrell***  
                         ***Liberty Mitchell***

***Others in***  
***Attendance:*** ***Bart Banfield, Supt.***  
                         ***Josh Brock, Epic’s CFO***  
                         ***Bill Hickman, Board Attorney***  
                         ***Ben Wadley, In-House***  
                         ***Attorney***  
                         ***Ben Harris, Epic Youth***  
                         ***Services***  
                         ***David Chaney, Co-Founder***  
                         ***Tiffany Clark, Board Clerk***

2. Pledge of Allegiance and Moment of Silence  
***Led by Supt. Banfield***

3. Introductions  
***“Others in Attendance” were mentioned here***

**Action Items**

The following items will be considered for action by the Board of Education on an individual basis and a roll call vote will be conducted on each item separately.

4. Minutes of the March 23, 2020, Special Board meeting.  
***Board Member Brown moved to approve. Board Member Reynolds seconded the motion.***  
***Scott - Approved • Brown- Approved • Reynolds - Approved***

Purchasing and General Business

5. Discussion and possible action to approve purchase orders and encumbrances through April 30, 2020.

*Brock: called attention to p. 16 as it pertains to construction costs that were previously approved for Timberlake to do construction -- if the facility is in Tulsa or OK counties, it is a shared expense with Blended*

*Brown: verified with Brock and Harris which construction sites were in Tulsa and OK counties*

*Board Member Brown moved to approve. Board Member Reynolds seconded the motion.*

*Scott - Approved • Brown- Approved • Reynolds - Approved*

6. Discussion and possible action to approve Memorandum of Understanding with OK Christian University.

*Banfield: opportunity to partner with OK Christian University to offer high school 2 programs: concurrent enrollment and an associates program through a virtual platform -- gives ability to earn college credit at an affordable price -- allows students to start college work as a junior and potentially earn an associate's degree by the time they graduate high school*

*Scott: p. 2 contact person missing, should this be filled in before being signed?*

*Harris: Chad Dimmick would be the contact if the Board approves*

*Brown: is this comparative to agreements with traditional brick and mortar schools*

*Banfield: yes*

*Board Member Brown moved to approve with the amendment that Chad Dimmick will be Epic's contact on page 2. Board Member Reynolds seconded the motion.*

*Scott - Approved • Brown- Approved • Reynolds - Approved*

7. Discussion and possible action to approve Real Church Lease Agreement.

*Brock: we currently rent from Real Church and have been happy with them -- base rent is \$5,000/month, facility used for face-to-face meetings between teachers and students, as well as a testing site.*

*Scott: confirmed this is a two year agreement -- Brock: confirmed*

*Brown: option to renew? -- Brock: yes, at the end of the second year there is an option to renew for a three year period*

*Reynolds: confirmed that the rental payment is flat throughout the lease --*

*Brock: yes, \$5,000/mth plus utilities*

*Board Member Brown moved to approve. Board Member Reynolds seconded the motion.*

*Scott - Approved • Brown- Approved • Reynolds - Approved*

8. Discussion and possible action to approve Form 990.

*Brock: prepared by independent auditor CBEW -- the independent financial audit was slightly delayed due to Federal government regulations, which delayed the filing of the Form 990 (at the Community Strategies level, containing One on One and Blended schools) -- this form is necessary for filing as a 501(c)3*

*Brown: is there a penalty for this being late? -- Brock: no penalty, the auditor filed for an extension, then the Covid 19 crisis extended it further, but Epic filed ahead of this extended deadline*

*Hickman: he has reviewed and revised this form and recommends approval*

*Scott: pointed out a website on the first page that is not a functioning website -- Harris: checked this online and it did not pull up for him either -- Brock: recommended to either redirect the website on the form to point to the Epic site, or change the web address on the form to the correct one -- Hickman concurred*

*Board Member Brown moved to approve with amendment that the website listed either redirect to epiccharterschools.org or to change the website on the form to epiccharterschools.org. Board Member Reynolds seconded the motion.*

*Scott - Approved • Brown- Approved • Reynolds - Approved*

9. Discussion and possible action to approve Compensation Policy.

*Brock: the Federal audit was planned for on-site monitoring (with the SDE coming out to review documents, policies, etc.), but plans changed with the pandemic. Epic has now been working on getting documentation gathered and sent in for an off-site audit. The compensation policy needed to be more detailed, and is set aside from the handbook because it was needed for the Federal programs on-site monitoring.*

*Scott: confirmed whether this was in the handbook -- Brock: pulled this from the handbook, and made it more broad to be compliance with what the SDE requested for this policy -- Scott: if the Board approves, will this then immediately be incorporated in the handbook? -- Hickman: this policy would be more effective than if it is in the handbook, b/c Board policy is the rules/law that the school must follow, but can be incorporated in the handbook without further approval by the Board -- Chaney: confirmed that this will be in the handbook once the Board approves*

*Board Member Brown moved to approve. Board Member Reynolds seconded the motion.*

*Scott - Approved • Brown- Approved • Reynolds - Approved*

10. Discussion and possible action to approve updated Student Parent Handbook.

*Banfield: updated school calendar for the 2020-2021 school year, holidays, professional development, etc. -- approve this calendar to begin to communicate with students, families, and staff what the next school year will look like, and will be added to website and printed in hard-copy form*

*Reynolds: is this the only change -- Banfield: as of now, it is. There will be other changes at the next board meeting for the 2020-2021 SY*

*Board Member Brown moved to approve. Board Member Reynolds seconded the motion.*

*Scott - Approved • Brown- Approved • Reynolds - Approved*

11. Discussion and possible action to approve David Harp as Treasurer.

*Banfield: annual renewal*

*Reynolds: curious of background -- Brock: has been with Epic since 2011, was with Shawnee PS for 25+ years and did consulting work at the time, he retired from Shawnee PS and is now doing consulting work full-time -- Hickman: has decades of experience in school financing with both brick and mortar and virtual schools (he has several clients in common with Mr. Harp), and recommends the Board approving him*

*Board Member Scott moved to approve. Board Member Brown seconded the motion.*

*Scott - Approved • Brown- Approved • Reynolds - Approved*

12. Discussion and possible action to approve Josh Brock as Encumbrance Clerk.

*Banfield: annual renewal, has been with the school since its inception and has done an amazing job.*

*Brown: she has bombarded Mr. Brock with questions and he very quickly provides answers and documentation*

*Board Member Brown moved to approve. Board Member Scott seconded the motion.*

*Scott - Approved • Brown- Approved • Reynolds - Approved*

13. Discussion and possible action to approve Philadelphia Insurance as insurance for FY2021.

*Brock: Epic's first year with this company was last year and they were able to save a tremendous amount of money compared with the previous company. He pointed out the summary page listing out board coverage, general liability, workplace violence, workers' compensation, etc., and when excluding workers' compensation, year-over-year the policy amount is almost flat (even with Epic's revenue growth).*

*Board Member Scott moved to approve. Board Member Brown seconded the motion.*

*Scott - Approved • Brown- Approved • Reynolds - Approved*

14. Discussion and possible action to approve Worker's Compensation insurance with Oklahoma School Assurance Group (OSAG).

*Brock: this amount has increased in proportion to the growth of the school, which is great compared to some other plans that may increase more than that. This plan is also a savings for Epic compared with the prior company.*

*Brown: confirmed that this was broken down at the bottom of the summary page for item #13. Brock said yes and explained the summary form further.*

*Board Member Brown moved to approve. Board Member Reynolds seconded the motion.*

*Scott - Approved • Brown- Approved • Reynolds - Approved*

15. Discussion and possible action to approve Contract Addendum with Boys & Girls Club McAlester.

*Banfield: due to Covid and the restrictions to face-to-face meetings between teachers and students, they have suspended payment since Epic cannot use this facility -- this also goes for item #16*

*Board Member Scott moved to approve. Board Member Reynolds seconded the motion.*

*Scott - Approved • Brown- Approved • Reynolds - Approved*

16. Discussion and possible action to approve Contract Addendum with Boys & Girls Club of Red River Valley.

*Scott confirmed this is the same as item #15. Banfield confirmed.*

*Board Member Brown moved to approve. Board Member Reynolds seconded the motion.*

*Scott - Approved • Brown- Approved • Reynolds - Approved*

17. Superintendent's Update

- *Enrollment as of today including graduated seniors is at 32,066 students; 19,801 students are enrolled in the One on One school; 12,265 students are enrolled in the Blended school; cumulatively between the two schools 3rd largest district in Oklahoma; will end year at a 45% growth rate*
- *benchmarking of student academic growth (from Fall to Spring) is being completed right now; currently 83% of the student population has been tested NWEA's Map test for math and english language; should be close to benchmarking 90% when this window closes, which is remarkable during the current crisis; he's extremely proud of staff and students and how learning did not stop during this crisis*
- *3,800 graduating seniors this year, and Shelly Hickman as Assistant Supt. of Communications and other staff members are working hard to create a safe, yet meaningful graduation experience; every senior will have their name called, along with the opportunity to have their picture shown; there are also several dignitaries with recorded congratulations that will be played*

*Scott: shared how happy he is with the work they are putting into this*

*Brown: shared that she knew the staff members were spending HOURS after work recording the students' names and she is so appreciative of them*

*Reynolds: job well done*

18. Charter Management Organization Update

*Harris:*

*TECHNOLOGY UPDATES: -- have worked on updating data entry for students and put it in one place to save teachers' time -- have "gamified" at least one lesson in every subject for grades 1-12; this is to help motivate and engage students, especially with under-engaged student population, to get them interested and doing the work; received the demo today and it is looking really promising -- parents/students can now easily enroll/re-enroll by phone, rather than needing to be on desktop computer -- EpicEd is a lesson bank, teachers can share lessons with one another, and it was also used during the Covid shut-down by other schools across the state; EpicEd is also fully mobile*

*STONEGATE FACILITY: were able to consolidate and shut down 3 leases (he described the leases in more detail) and they will be shut down by June; savings of around \$50,000 per month; are able to use the Stonegate facility for multiple purposes*

*LEGISLATIVE SUMMARY: SB2905 redefines truancy; prohibits reentry of student if withdrawn twice for truancy; allows a transfer student to enter into a school one time, but if they exit they will have to get an emergency transfer to get back in; this bill will require policy changes to be presented to the Board at the July meeting; good because it addresses public misconceptions -- SB212 makes the cash-flow of this school look almost identical to a traditional school (though is still less per pupil); the payments are more evenly distributed throughout the school year, rather than small payments August through December, and larger ones the latter part; cash-flow is usually very tight the first part of the school year, so this bill helps with that*

**Presentations to the Board**

19. Financial update.

*Brock: explained accreditation, continuing education and segregation of duties of the encumbrance clerk and the treasurer -- Epic One on One absorbs payroll, and is reimbursed by Blended; he explained the exact payroll expenditures and that Blended has not reimbursed as of this date; explained the school's cash balance and summary of monthly revenue and warrants for current financials; the next meeting he will present a full budget, which is always conservative and plans for revenue failure so there are no surprises; the school will renew the line of credit to help the school get through the first six months of the school year, just in case it is needed*

20. **Board Member Comments**

*Scott: expressed that he feels that Banfield, Brock and the CMO have done a great job*

21. **Executive Session**

Board Members will be present via private teleconference:

Doug Scott	Adam Reynolds
Betsy Brown	<del>Liberty Mitchell</del>
<del>Mike Cantrell</del>	

No board members will be present at the physical site.

**MINUTES – EPIC ONE ON ONE CHARTER SCHOOL SPECIAL BOARD MEETING  
May 27, 2020**

Motion to enter into executive session as provided for in 25 O.S. 307(4) to have confidential communications between a public body and its attorney concerning the lawsuits styled:

- 1) *Community Strategies, Inc. v. Ron Sharp*, CJ-2019-6881, Oklahoma County, Oklahoma;
- 2) *April & Andrew Grieb, et al., v. Community Strategies, Inc.*, CV-2019-2239, Oklahoma County, Oklahoma;
- 3) *Shauna Atchley v. Epic Charter Schools*, CJ-2019-4841, Oklahoma County, Oklahoma;
- 4) *Jason Deskin v. Epic Charter Schools*, CJ-2019-6051, Oklahoma County, Oklahoma;
  
- 5) *Ryan Aispuro v. Epic Charter Schools*, CJ-2019-6548, Oklahoma County, Oklahoma;
- 6) *State Of Oklahma, Ex Rel., Office of State Auditor and Inspector v. Epic Youth Services, LLC.*, CV-2020-554, Oklahoma County, Oklahoma.

***Board Attorney Hickman recommended to the Board to include Supt. Banfield, Ben Harris as representative of CMO, and Shawna Salkil Director of Human Resources since most cases involve employees***

- a. **(Action)** Vote to convene into Executive Session.

***8:30 p.m. Board Member Scott moved to approve per Hickman's recommendation of additional persons. Board Member Reynolds seconded the motion.***

***Scott - Approved • Brown- Approved • Reynolds - Approved  
Hickman made an announcement that the Board is calling a private line to have their executive session. Once it is complete, the Board members will call this public line and continue the meeting.***

- b. **(Action)** Vote to return to Open Session.

***Hickman performed a roll call to ensure each board member is back on the public line.***

***Scott - Present • Brown - Present • Reynolds - Present  
Hickman announced to Chair Scott that a quorum is present, and the meeting can continue.***

***Board Member Scott moved to approve. Board Member Reynolds seconded the motion.***

***Scott - Approved • Brown- Approved • Reynolds - Approved***

- c. Reading of the Executive Session Minute.  
*Hickman read the Executive Minute: There was a motion made by Scott to return to Open Session, seconded by Reynolds, and approved by Scott, Brown, and Reynolds. Other persons present at the Executive Session was the Board’s legal counsel, Bill Hickman, Supt. Banfield, Ben Harris as representative of the CMO, and Shawna Salkil as Epic’s Director of Human Resources. The Board did not take any action, or cast any votes in the Executive Session.*
- d. (Action) Possible action on items considered in Executive Session.  
*None.*

**22. 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. Matters that are subject to any legal action or investigation are not proper topics of public comment and are not authorized.

**23. Adjournment**

*At 8:38 p.m. Board Member Brown moved to approve to adjourn the meeting. Board Member Reynolds seconded the motion.*

*Scott - Approved • Brown - Approved • Reynolds - Approved*

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*Board Chairman Doug Scott*

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*Secretary Betsy Brown*