

MINUTES OF
COMMUNITY STRATEGIES, INC.
EPIC ONE ON ONE CHARTER SCHOOL – BOARD MEETING
4101 NW 122ND STREET, SUITE B
OKLAHOMA CITY, OK 73120

AGENDA

Wednesday, January 16, 2019

1. Call to order and roll call – 6:30 p.m.

*Present: Doug Scott
Liberty Mitchell
Adam Reynolds*

*Absent: Mike Cantrell
Betsy Brown*

*Others in
Attendance: David Chaney, Supt.
Ben Harris
Josh Brock
Ben Wadley*

*Bill Hickman, Board attorney
(via telephone)*

2. Pledge of Allegiance and Moment of Silence

3. Introductions

Dr. Becky Wilkinson of Epic’s authorizer, the Statewide Virtual Charter School Board.

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 October 17, 2018, Board meeting.

Purchasing and General Business

5. Discussion and possible action to approve purchase orders and encumbrances through December 31, 2018.

CFO Brock: Only the last 3 pages are new from the last meeting. No unusual items. As a reminder, the mileage for teachers is now entered as one line as a purchase order, and the actual list (900+ per line item) is attached to the actual purchase order. Saves paper and make this document easier to review.

6. Discussion and possible action to approve amended Conflict of Interest Policy.
Wadley: only amended to change the name to match the current name Community Strategies from the company's old name. This change might have been missed.

Harris: was this a clerical error?

Wadley: this old name is still valid and in effect, but it could create confusion.

Scott: clarified if this policy is for just the school or Comm. Strat.

Chaney: all Comm. Strat. does is the school, so it is for all. And the document states "d/b/a Epic . . ."

7. Discussion and possible action to approve Foster Care Policy.
Chaney: new process for special program auditing (2 out of 3 of Epic's schools were chosen for this audit of 10 schools). This was done partially out of preparation for this audit.

Wadley: this was already the school's foster care operational plan of action, and is now being put in front of the board as a formalized policy. This plan is designed to help ease entry and access to education for foster care students. For example, they may not have shot records, birth certificate, etc. readily available. This allows the school to enroll them and get paperwork later.

8. Discussion and possible action to approve Mabee Center Agreement.
Chaney: with the continued growth, Epic can no longer find space for such a large graduation. Now, there will be an OKC graduation and a Tulsa graduation. The Mabee Center will be where the Tulsa graduation will take place.

9. Discussion and possible action to approve 50 Penn Access Agreement.
Chaney: they have been working on getting an access agreement so Epic can enter to do the remodel

Harris: Epic needed to gain access so their architects can enter to view the space for design purposes, but without Epic needing to commence paying rent. -- Epic is working on doing a 2 phase remodel, with the school utilizing one space, while remodeling is going on in the other portion, then they will switch. There is already a sign up at this facility.

10. Discussion and possible action to approve Oklahoma Education Systems Facility Use Agreement.

Chaney: Sylvan Learning Center is available to teachers for facility space during their non-peak time. All students will have access to tutoring at no cost to the student between 10:00am to 4:30pm.

11. Discussion and possible action to approve Board Chairman Scott to sign IRS Form 5500.

Brock: Epic's 403(b) requires an audit - the audit is not completed as of this meeting, but will be before the next board meeting. This allows Scott to sign the Form 5500 without having a special board meeting.

Scott: asked Attorney Hickman if he needs to abstain from this vote

Hickman: he can vote on this particular item

12. Discussion and possible action to approve Oklahoma School Assurance Group Resolution.

Brock: the Board has already voted to approve this insurance group, but now that they have presented the finalized paperwork they wanted the Board to review and approve it.

Board Member Mitchell moved to approve the Consent Docket. Board Member Reynolds seconded the motion. The motion to approve the Consent Docket passed unanimously.

Executive Session

13. Discussion and possible action to convene into Executive Session pursuant to 25 O.S. §307(B)(4), to discuss a pending investigation, claim, or action involving the State of Oklahoma.

- a. (Action) Vote to Convene into Executive Session
- b. (Action) Vote to Return to Open Session
- c. (Action) Possible action on items considered in Executive Session

No action taken.

Information to the Board

14. Superintendent's Update

CHANEY

- *update on Traube: the remodel is progressing as expected. A demo room of the end product has been set up and Epic is very happy with it. There is a cushion of time built in to the finish date, but as long as they are done by mid-March the school has time to set up for state testing in April.*

There will be a re-opening that the Board members will be invited to.

*Harris: 50 Penn Place should be completed by the end of Summer.
As of now the old furniture still there has mold, so not ready for
use even for a board meeting.*

- *Epic named #1 workplace in Oklahoma in category of 500 employees: very excited about this. This speaks to the culture of Epic since you have to be nominated by one of your employees and surveys are sent out to employees to establish winner.*
- *SVCSB annual performance completed and presented to the SVCSB - Epic made really good progress, and is working to improve in any areas that need be*
- *legislative filing period is ends soon: Once the bills get cut and narrowed down, Epic will keep on top of that. There will be several positive and negative bills about virtual charters, so Epic is going to do its part to help promote the positive ones.*
- **combined with Blended school: current enrollment is 22,765. Still average about 53 applications each day (7 day week). There is always a spike in enrollment in January and epic has kept up with the teaching capacity through preparation.*
- *Epic teacher who had been with Epic for a few years passed away due to a car accident. She was not working at that time. Epic is saddened at the loss and are doing their part to help the family she left behind. It's the first time Epic has experienced an accidental loss. She had signed up for an accidental death policy 9 days before passing away, and he is grateful the Board voted to approve offering the accidental death policy. It will surely help the child she left behind.*

15. **Board Member Comments**

Board Member Scott shared that he feels the school is doing a great job and has seen a lot of positive things being done in regards clarifying the misinformation on social media about Epic. He also appreciated Supt. Chaney sharing the teacher's tragedy with them, he's proud of how the school handled it, and that he did it in a respectful way.

16. **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.

Wilkinson with SVCSB:

- *Gave the Board members Governing for Greatness book. This narrows down the thick board training and helps the board know what important items should look like, and what the Board members should be asking the school.*
- *she gave the members the annual report which covers the three areas they oversee: academic performances, organization (including governance), and finance. She explained the ways it may look different next year. When the financial piece was looked at, they looked at the audit and at looked closely at the learning fund, including a legal opinion, the auditor’s opinion, and randomly selecting students’ learning funds while at the school. She can say with certainty that it is managed well and is a fair and equitable way to make sure every student at Epic has the opportunity for the same services.*

17. 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