

# 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, October 17, 2018

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

*Convened* at *6:30 p.m.*  
*Present: Mike Cantrell Others in Attendance: David Chaney, Supt.*  
*Betsy Brown Ben Harris*  
*Liberty Mitchell Josh Brock*  
*Adam Reynolds Ben Wadley*  
*Absent: Doug Scott Bill Hickman, Board attorney*

2. Pledge of Allegiance and Moment of Silence
3. Introductions

*Chuck Crooks of CBEW to report to the Board on the Financial Audit for 2018-2019.*

### 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 July 18, 2018, Board meeting.
5. Minutes of the September 25, 2018, special Board meeting.

### Purchasing and General Business

6. Discussion and possible action to approve purchase orders and encumbrances through September 30, 2018.  
*CFO Brock: standard except for a large purchase of laptops for new teachers, and that each teacher's mileage is no longer listed out per teacher,*

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*but is grouped together to make reporting more efficient. CBEW approved this item being grouped together, otherwise this one line item would be approximately 900 lines of employee names.*

7. Discussion and possible action to approve updated 2018-2019 Student/Parent Handbook.

*Wadley: change of curriculum set-up for late enrollment students to update for new offerings*

8. Discussion and possible action to approve updated 2018-2019 Employee Handbook.

*Wadley: clarified the leave policy, but was not an actual policy change. Just a clarification.*

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

*Supt. Chaney: Renewal and expansion of current lease to utilize more space as the school grows.*

10. Discussion and possible action to approve Homeless Student Policy.

11. Discussion and possible action to approve Parent and Family Engagement Policy.

12. Discussion and possible action to approve Compensation Policy.

13. Discussion and possible action to approve Travel Policy.

14. Discussion and possible action to approve Federal Program Complaint Policy.

15. Discussion and possible action to approve Military Recruiter Access Policy.

*Attorney Hickman verified for the Board Members that this policy does not give out any information that is not also available to the public. Chaney and Harris confirmed.*

***Items 10-15 Supt. Chaney: Items 10-15 are all policies needing to be codified before the federal program monitoring begins by the SDE. Epic wants to make sure they are doing following any procedures set.***

16. Discussion and possible action to renew the existing line of credit with Simmons Bank formerly known as Stillwater National Bank.

*CFO Brock: Renewal of current line of credit that has never been used, but is there as a safety net.*

17. Discussion and possible action to authorize necessary board members to enter into as signatories a new line of credit agreement with either Bank of Oklahoma or Simmons Bank for up to \$4 million.

*CFO Brock: this item is two banks that are competing for Epic's business. One has a little better percentage. Simmons is willing to do Prime +1, instead of 6% like the other bank. Also to authorize the signature of the loan documents.*

18. Discussion and possible action to approve Traub testing center remodel.

*Supt. Chaney: Rose State has purchased Traub Elementary (50,000 sq. ft.)*

*and Epic has negotiated a lease with great terms and pricing. This space will be used mainly for testing (they can turn out 1,000 students every 2 hours in this facility), but it will also be used for teacher meetings, etc.*

*Harris: a consulting architect gave advice to do a negotiated fixed-cost construction agreement so that the construction companies could give feedback and help them create the spec. They now have a spec and have received an estimate from a reputable company with a cap of 1.3 million or less for the remodel, or less. The lease would be for 5 years or more, and follows the term of their charter and is such a good term that this money amount makes sense per square foot. Epic will also get an estimate from a professional of the cost of construction. The amount of money that would be put into this remodel is so high because of how Epic would like to utilize it, not to fix up the building necessarily.*

*Chaney stated that they will have to move fast in order to have the facility up and running in time for April's state testing.*

*Motion to amend Consent Docket Item 18 and remove it from the consent docket to be voted on separately.*

*Board Member Mitchell moved to remove Consent Docket item 18. Board Member Reynolds seconded the motion. The motion to approve passed unanimously.*

*Board Member Reynolds moved to approve the Consent Docket without 18. Board Member Mitchell seconded the motion. The motion to approve the Consent Docket passed unanimously.*

**(Action) Item 18 with edit:** Discussion and possible action to approve Traub testing center remodel and to authorize David Chaney to negotiate a remodel contract at the lowest bid price, not to exceed 1.3 million.

*Board Member Reynolds moved to approve amended Consent Docket item 18. Board Member Mitchell seconded the motion. The motion to approve passed unanimously.*

### **Executive Session**

19. 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

*Board Member Mitchell moved to convene into Executive Session. Board Member Reynolds seconded the motion. The motion passed*

*unanimously.*

*Present in executive session along with the Board Members was David Chaney, Ben Harris, and Board counsel Bill Hickman.*

b. (Action) Vote to Return to Open Session

*Board Member Reynolds moved to return to Open Session. Board Member Mitchell seconded the motion. The motion passed unanimously.*

c. (Action) Possible action on items considered in Executive Session

*No*

*Action*

*Taken.*

### **Information to the Board**

20. Report from CBEW on Financial Audit for 2018-2019.

*Chuck Crooks of CBEW presented a written and oral report on the school's financial audit for 2018-2019. It is a "clean opinion" on a regulatory basis of opinion. Federal programs were looked at for this report.*

### **21. Superintendent's Update**

*Supt. Chaney stated that CBEW and Josh Brock to a great job every year in being really efficient with their time, and doing the audit early enough to make certain Epic ends the school year in a positive way, and knowing financially where they are going.*

*Enrollment for Epic One on One as of October 1, 2017 was 8,065 students, and enrollment as of October 1, 2018 was 13,513 students, representing a 67% growth year-over-year.*

### **22. Board Member Comments**

*None.*

### **23. 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.*

### **24. Adjournment**

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

***Minutes approved by:***

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***Board Chairman Doug Scott***

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***Secretary Betsy Brown***