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

AGENDA

Wednesday, August 21, 2019

1. Call to order and roll call – 7:00 p.m. (start time 7:37 p.m.)

   Present:   Doug Scott
             Liberty Mitchell
             Adam Reynolds
             Betsy Brown

   Others in Attendance: Bart Banfield, Supt.
                         Josh Brock
                         Bill Hickman, Board attorney
                         David Chaney
                         Ben Harris
                         Chuck Richardson,
                         Epic attorney

   Absent:    Mike Cantrell

2. Pledge of Allegiance and Moment of Silence

3. Introductions

   Welcomed Bart Banfield as the new school superintendent. Josh Brock, CFO
   and Bill Hickman, Board Attorney, also present at the table.

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 April 17, 2019, Board meeting.
Purchasing and General Business

5. Discussion and possible action to approve purchase orders and encumbrances through June 30, 2019.
   *Brock - reviewed the budget with the Board, and brought attention to pages 38-45 regarding additional payroll for a bonus payment to teachers. Payroll is done through One on One, but is Blended is billed for this amount and pays One on One back (see page 3)*

6. Discussion and possible action to approve updated Employee Handbook regarding the Standards of Professional Conduct.
   *Brock - page 11, presenting per State statute to employees. This was tabled at the last meeting, and since then Epic has spoken to the State Department of Education and a notation was made based on their advice.
   *Hickman - stated he reviewed this policy, and also spoke with counsel for the SDE*

7. Discussion and possible action to approve 2019-2020 School Calendar.
   *Supt. - standard schedule, schools starts just after Labor Day*

8. Discussion and possible action to approve 2020 Board Meeting Dates.
   *Chair Scott - discussed was had between board members to continue regular meetings quarterly, on the 3rd Wednesday of the month [January 15, 2020; April 15, 2020; July 15, 2020; and October 21, 2020]*

9. Discussion and possible action to approve Request for Lease Expansion with TR Office Park.
   *Supt. - expanding the Tulsa site due to the continued growth of the school, and need for more space -- this will double the space*

10. Discussion and possible action to approve renewal of TR Office Park Lease.
    *Supt. - this current Tulsa space has worked well for staff and Epic families, would like to continue in this space*

11. Discussion and possible action to approve Philadelphia Insurance Co. as insurance carrier.
    *Brock - this company was able to beat the OK School Assurance Group (who Epic had last year) by approximately $140,000/year, which includes all prior acts
    *Scott asked if this was the same coverage as last year, Brock confirmed*

12. Discussion and possible action to approve Oklahoma School Assurance Group for worker’s compensation.
    *Brock - have been able to reduce the school’s premium each year, and in*
comparing quotes this group was the lowest cost for the most coverage
Hickman stated that this insurance also covers the Board members

13. Discussion and possible action to approve Memorandum of Understanding (MOU) with Kiamichi Technology Centers.

   Supt. - deals with all courses taught that are eligible for science, math and computer technology academic credit, and is being asked of all school districts in Oklahoma

14. Discussion and possible action to approve renewal of Contract with CRW to serve as E-Rate consultant.

   Brock - used since the school’s inception, and are able to recoup some funds, such as internet - have been at the same cost since 2010 and are seeing a lot of savings

15. Discussion and possible action to approve Contract for Grant Services with Precision NPO Solutions.

   Brock - will be applying for grants on behalf of the school, company’s compensation is based off of them being successful in getting a grant

16. Discussion and possible action to approve Addendum to OES Facility Use Agreement.

   Supt. - regarding Sylvan Learning Center to create learning opportunities and additional space for teachers and students to meet face-to-face. Renewing this successful partnership to include more space and staffing.

17. Discussion and possible action to approve Giant Phase Two Agreement.

   Supt. - the Board approved a Phase 1 plan with this company last year to work with staff in developing leadership, mentoring and staffing; this is moving the plan to Phase 2 in order to provide more leadership opportunities and trainings for many different levels within the company. The criteria for the emerging leaders to be in this sustained professional development opportunity is rigorous (135 have been chosen this year).

18. Discussion and possible action to approve the ACT as the College and Career Readiness Assessment.

   Supt. - every public school must decide on the ACT or SAT, most schools choose the ACT, and feels this test is the better fit for their educational model, in part because the testing window is longer.

19. Discussion and possible action to approve the revised Student Handbook.

   Brock - page 12, updated the handbook to include the ACT being the approved test
20. Discussion and possible action to approve Gifted Education Plan.
   Supt. - this plan is required by the SDE; it will allow the school to identify
   gifted students and to successfully serve them, which is a rigorous process;
   looking for enrichment opportunities for these students.
   Discussion was had with Scott and Brown regarding how students qualify.
21. Discussion and possible action to approve the following persons for the Gifted
    and Talented Advisory Committee for a 2 year term: Nicole Ellison, Patricia
    Maroney, Cindy Beeman, Marina Johnson, Shannon Troxel, Shay Patterson,
    and Amie Schwietzer.
    Supt. - diverse committee made up of Epic administration and teachers, as
    well as parents. This group will reflect every year in order to improve
    year-over-year.
22. Discussion and possible action to approve Doug Scott and/or Betsy Brown to
    sign Form 5500 on behalf of Board for 403(b) plan.
    Brock - IRS form required to be submitted; reminded the Board that this is a
    secondary retirement option for the teachers.
23. Discussion and possible action to approve Budget for FY2020.
    Brock - gave a summary to the Board of the budget; projecting for Blended
    11,000 students, estimating approximately $66 million in revenue; touched
    on increased teacher pay, increased instruction, additional lease spaces due
    to growth, increasing Learning Fund to $1,000, etc.; $62 million in
    expenditures with carryforward of around $4 million
    Hickman - asked about school's position of the carryforward compared with
    brick and mortar schools; Brock stated it projects usual expenses, but also
    includes teachers bonuses that will be paid before the SDE provides funding
    Brock and Brown discussed the amount paid per student and teacher
    bonuses
    Hickman reminded the Board that the school has a minimum salary for
    staff of $30,000 per year.
    Brock and Supt. also spoke to all the leased facilities, and how leasing as of
    now allows the school to be more flexible with meeting the demands of the
    various student populations.
    Discussion was conducted between board members, Supt. and Hickman
    regarding the number of special education students, and how that number is
    increasing because of the individualization for these students. Mitchell
    noted that the continuity of care would be better at home for some of these
    students, also.
24. Discussion and possible action to approve Agreement with Smith & Pickel Construction for 50 Penn Place construction services.
   Supt. - remodeling 50 Penn Place for additional space for the existing administrative staff. This is a central location, and the whole administrative team will have an entire floor. Move will happen in waves, and will start in September 2019.

25. Discussion and possible action to approve Agreement with Christian Karate Academy for facility lease.
   Supt. - because of the growth and teacher/student meet-ups outgrowing the capacity of the libraries, additional space is needed. Will have access to all of the Karate Academy locations.

26. Discussion and possible action to approve Top Tier Construction Solutions Agreement for proposed parking lot addition.
   Supt. - This parking lot is for the Traub Elementary School that Epic remodeled, because the parking lot is so small. This facility is used for testing, and this will allow for 100’s more parking spaces. Rose State is partnering in the cost for this.

27. Discussion and possible action to approve the Amended Charter School Operating Agreement.
   Brock - correcting a clerical error

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

28. Superintendent’s Update
   - 2018-19 school had 6,267 students as of August 1, and now it has grown to 9,444 students in the Blended program (OK and Tulsa Counties)
   - Both schools combined is 24,091 students as of August 1, with August and September being the highest growth months, and are projecting over 30,000 students
   - 1,422 employees
   - Total teacher count: 1,126 (inclusive of 361 Special Education teachers)
     NEW: 526 new teachers (inclusive of 146 Special Ed teachers)
   - Recently had a teacher training of over 1,000 of the best and brightest teachers in one room
- Back to School Bash: OKC is at Frontier City; Tulsa is at the Jenks Aquarium
- Continue to reduce student/teacher ratios, which helps the teachers give better
direct instruction and improve performance
- the school received its accreditation with zero deficiencies

29. **Board Member Comments**

None.

**Executive Session**

30. 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 an investigation by the Oklahoma State Bureau of Investigation,
and that with the advice of its attorney, it is determined that disclosure will
seriously impair the ability of the public body to process the claims or conduct
a pending investigation, litigation, or proceeding in the public interest.

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

   *Board Member Brown moved to convene. Board Member Reynolds
    seconded the motion. The motion passed unanimously.*

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

   9:32 p.m. *Board Member Mitchell moved to return. Board Member
   Brown seconded the motion. The motion passed unanimously.*

c. Reading of the Executive Session Minute.

   *Board Chair Scott reported that Bill Hickman, Chuck Richardson, and
   Board Member Cantrell (via telephone) were also a part of the Executive
   Session.*

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

   *No action was taken during Executive Session. The Board was informed
   by counsel, and a written statement was drafted by the Board for the
   Communications Director of Epic to disburse to the media.*

   *Board Member Reynolds moved for release of statement. Board Member
   Brown seconded the motion. The motion passed unanimously.*
31. **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.

   *None.*

32. **Adjournment**

   9:34 p.m. Board Member Brown moved to approve adjourn the meeting. Board Member Mitchell seconded the motion. The motion to adjourn the meeting passed unanimously.

   
   [Signatures]
   
   **Board Chairman Doug Scott**

   **Secretary Betsy Brown**

   **Board Member Liberty Mitchell**