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 16, 2019

1. Call to order and roll call – 6:30 p.m. (start time 6:48 p.m.)

Present:  Doug Scott
          Mike Cantrell
          Liberty Mitchell

Others in Attendance: Bart Banfield, Supt.
                      Josh Brock
                      Bill Hickman, Board attorney
                      Ben Harris

Absent:   Betsy Brown
          Adam Reynolds

2. Pledge of Allegiance and Moment of Silence

3. Introductions
   
   Dr. Becky Wilkinson of Epic One on One’s authorizer, the Statewide Virtual
   Charter School Board (SVCSB); and Jordan Strain, an Epic principal who is
   attending the meeting as a requirement for her Master’s degree.

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 September 18, 2019, special Board meeting.
   
   final version of minutes was not uploaded correctly, pulled for next meeting
Purchasing and General Business

5. Discussion and possible action to approve purchase orders and encumbrances through September 30, 2019.
   *Brock - described where to find new information and that there is nothing of note to report*

6. Discussion and possible action to approve Annual Student College Remediation Report
   *Supt. - this is the State Board of Regents’ report required to be presented to the Board regarding Epic students needing remediation when they arrive at college. He also pulled reports to compare to Tulsa Public Schools (PS) and OKC PS. Epic’s reports for 2017 show students are taking remediation classes at a lower rate than Tulsa & OKC PS, and below the State average in most courses. Discussion was conducted between the Supt. and Board Member Cantrell regarding this report and the students who decide not to go to college.*

7. Discussion and possible action to approve Superintendent Banfield to approve Memorandums of Understanding with career and technology center programs.
   *Supt. - this is a standard Memorandum that most of these facilities are having school districts sign
   Atty Hickman - rather than bring each boilerplate MOU to the Board and risk the student’s education being delayed, he would suggest permitting the Supt. to sign the MOU as long as it is in the same format as MOU’s the Board has previously approved.
   Cantrell confirmed that Hickman shall review each MOU before the Supt. signs off on it.*

8. Discussion and possible action to approve Comprehensive Exit Report.
   *Supt. - this Board report breaks down the reasons students grades 7-12 have left Epic, and whether it is something that Epic can control
   Board Member Mitchell - asked about the way the report is worded, and Supt. advised this comes from the State Department of Education (SDE)*

9. [Discussion and possible action to approve] Asset Disposition Resolution(s).
   *Hickman - Resolution for the Board Chair’s signature: explained that this policy has already been in place for items $500 and up since 2012, but this resolution authorizes certain items/assets to be destroyed or donated, even if below $500. This type of resolution and policy are commonplace and utilized by other school districts.
   Brock - explained to the Board how they can more easily view the list of items to approve, and that they will now do this on an annual basis*
10. Discussion and possible action to approve Beasley Technology Services Agreement.
   *Brock* - renewal of contract regarding computers, MiFi, and other technology needs; have used since the school’s inception and keeps the school from needing an in-house technology department. The student calls Beasley directly, and their services continue to improve as the school has grown.

11. Discussion and possible action to approve updated Employee Handbook.
   *Brock* - only change in the FMLA policy was to make it more easily understood, as it was legalease before and difficult to understand.

12. Discussion and possible action to approve updated Student Parent Handbook.
   *Supt.* - (1) changing Supt’s name from Chaney to Banfield; (2) added language to make handbook match the training regarding the truancy policy with regards to withdrawals.
   *Chair Scott* confirmed with Hickman that he reviewed the language and approved it, Hickman confirmed.

13. Discussion and possible action to approve accepting math, science and online credits from Northwest Technology Center.
   *Supt.* - example of the technology center MOU’s that the Board would be approving the Supt. to sign.

**Motion to pull Consent Docket Item 4 and remove it from the consent docket to be moved to the next board meeting.**

   *Board Member Cantrell* moved to remove Consent Docket item 4. *Board Member Mitchell* seconded the motion. The motion to approve passed unanimously.

   *Board Member Mitchell* moved to approve the Consent Docket without 4. *Board Member Cantrell* seconded the motion. The motion to approve the Consent Docket passed unanimously.

14. **Superintendent’s Update**
   Presentation and discussion regarding HB 1395 and the new requirements on virtual schools and its board.
   - *Special Education population is up: last school year was 15%, this year is 17%. The school’s model allows for SpEd students to receive more specialized education than in a traditional school model, making this school appealing to families of SpEd students.*
   - *Student population is just below 30 thousand.*
- Benchmark window is coming up, which is very important to the customization of a plan for each student. Typically, seven out of ten students come to Epic below grade level in reading; eight out of ten below grade level in math. It takes time, repetition and great teachers to move these children near or to grade level. This testing is done many times throughout the school year in order for both the teachers/school and students/parents to measure growth, and to hold the school accountable. A student below proficiency may not get to proficiency in one school year, but with this testing the school and families are still able to see if the student is growing.
- The Board and the Supt. also discussed the level of parent involvement that Epic experiences.

15. **Board Member Comments**

None.

**Information to the Board**

16. Presentation and discussion regarding HB 1395 and the new requirements on virtual schools and its board.

_Hickman - presented to the Board the legislative update since last meeting:

(1) virtual schools are now subject to the same standards and accountability regarding audits, financial reports, etc. Epic was already doing this, but now it is in the law.

(2) board members are responsible for policies, and subject to the same conflict of interest policy as other school boards. The school already had a conflict of interest policy for the board, but the board will also be signing an annual conflict of interest disclosure statement. The statement to be signed will cover both being a non-profit board and a virtual board.

(3) This is not currently in place, but Board members of virtual schools must now have 12 hours of continuing education within 15 months of appointment.

--- current board members are grandfathered, and new board members will be required to do this. Discussion was conducted between Hickman and Board Members about where to receive continuing education.

---Chair Scott reminded the Board of the book provided by Mrs. Wilkinson regarding Board training
(4) new section regarding management company: must use OCAS accounting system to show funds paid to management company for goods and services, as well as itemization (including Supt.'s base salary, benefits, etc.) The owners of the management company must also sign a conflict of interest disclosure statement. -- also teachers are not able to contract with another school

17. Financial Update

_Brock - went through the finances with the Board, including bonus pay, cash balance, budget, initial allocation, mid-year adjustment, etc._ -- Brock and Hickman also described why the school has such a high mid-year adjustment due to the growth of the school from one year to the next, and how this is different from brick-and-mortar schools

18. 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.

19. Adjournment

7:40 p.m. Board Member Cantrell 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

Liberty Mitchell