

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:1-205-825-9189 (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.

INSTRUCTIONS TO ACCESS DOCUMENTS for this meeting:

Go to epiccharterschools.org.

Hover mouse over "About"

Hover mouse over "Contact"

Click on "School Board"

Scroll down to find the meeting entitled "July 28, 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/39xa9hcuphlgur/AAAf-zS-NZXFhG6dmAIMNPQ0a?dl=0>

AGENDA

Tuesday, July 28, 2020

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

Present: *Doug Scott*
 Betsy Brown
 Mike Cantrell
 Liberty Mitchell
 Adam Reynolds

Absent: *None*

Others in Attendance:
Bart Banfield, Supt.
Josh Brock, CFO
Shelly Hickman, Asst. Supt.
of Communication
Bill Hickman, Board Attorney
Ben Wadley, In-House
Counsel
Ben Harris, Epic Youth
Services
David Chaney, Epic Youth
Services
Linda Ladd, Internal Auditor

Scott Nemeroff, Managing
Director for Grant
Thornton Foundation

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 May 27, 2020, Special Board meeting.
Board Member Cantrell moved to approve. Board Member Brown seconded the motion.

*Scott Approved • Brown Approved • Cantrell
Approved • Mitchell Approved • Reynolds Approved*

5. **Superintendent's Update**

- a. Survey Results of New Parents

Shelly Hickman - sharing results from surveys sent to the 10,000+ newly enrolled families to gather information as to why they enrolled in Epic. At one point Epic was enrolling between 800-1,200 new families per day. The school took a scientific approach in order to capture a viable sample with a margin of error of less than 2%, with 2,300 families answering. The results apply to both charters (One on One and Blended) Shelly then went over the presentation with the Board members and each question in detail.

- b. Enrollment Growth Projections by Supt. Banfield

*- as of today current enrollment is 40,810 students: One on One has 24,551 students (60%), and Blended has 16,259 students (40%), before the 4th of July, Epic was the 3rd largest school in Oklahoma. They are now the largest public school in the State of Oklahoma.
- as of today, the projected end-of-year enrollment is 55,484 students, which is an 87% year-over-year growth rate. As a reminder, the school finished with over 32,000 students at the end of last school year, and the school could double in enrollment numbers by the end of this school year
- he's been in education for 20+ years and is impressed with how smoothly they have been able to enroll so many students in a short time*

- c. Return to EPIC Learning, Phase 2 by Supt. Banfield

This plan will run from July 20th to December 31, 2020, and includes a host of considerations and reflects most important factors of student education and the safety of students, teachers and staff. It is subject to change to be consistent with the CDC and OK Dept of Health.

- *The One on One school has given the choice of meeting to the teachers and families. It must be by mutual agreement, and if they meet in person they must agree as to whether masks will be worn, if there will be social distancing, etc. -- if an agreement cannot be reached, the student will be reassigned to a teacher that aligns*
Scott - what happens if a student contracts Covid and believes it came from the teacher? Is there something in place that states that the families, teachers, etc. are assuming the risks if they do meet?
Banfield - yes, there will be clear guidelines given to families, teachers, staff, and all are following the CDC and OK guidelines. Safety is of the utmost importance, and there has been appreciative feedback that the choice is being given to the teachers and families. Any notifications of Covid cases will meet the proper guidelines.
Mitchell - from a nurse's point-of-view, she is impressed with the plan the school has in place
Banfield - expressed appreciation and noted all of the hours and meeting with a variety of people to try and have the best plan in place

Purchasing and General Business

6. Discussion and possible action to approve Phase 2 Reopening Plan.
Board Member Mitchell moved to approve. Board Member Reynolds seconded the motion.
Scott Approved • Brown Approved • Cantrell Approved • Mitchell Approved • Reynolds Approved
7. Discussion and possible action to approve purchase orders and encumbrances through June 30, 2020.
Brock - This report is comprehensive for the entire school year, and has been approved at each board meeting throughout the year. Most of the new transactions are on pgs 17 and 18. He pointed out PO640 as relating to reopening efforts, such as facemasks and maintaining the facility as should be for the pandemic

Board Member Brown moved to approve. Board Member Reynolds seconded the motion.
Scott Approved • Brown Approved • Cantrell Approved • Mitchell Approved • Reynolds Approved

8. Discussion and possible action to approve the ACT as our district chosen CCRA for state testing.

Banfield - CCRA = College and Career Readiness Assessments. This test is given each year, and consists of two parts.

Reynolds - what factors are looked at when deciding between an SAT and ACT?

Banfield - looking at where most Epic graduates go after school, most attend in-state college or attend a technology school, and the ACT transitions seamlessly to in-state schools, and does a good job preparing students for post-secondary education.

Board Member Reynolds moved to approve. Board Member Mitchell seconded the motion.

Scott Approved • Brown Approved • Cantrell

Approved • Mitchell Approved • Reynolds Approved

9. Discussion and possible action to approve updated Student Parent Handbook.
Banfield - this is the annual update, but also taking the pandemic into consideration as they looked for necessary updates.

- *updated high school credit classification*
- *updated course credit requirements for transferring from homeschool or non-accredited schools to show mastery*
- *updated deadlines for learning funds: to aid in summer educational planning, and to create more clarity for families that may have questions*
- *updated curriculum options for late-enrolling students*

Brown - confirmed that in order to use leftover learning fund monies in the summer, the family must have completed the previous school year, have money leftover and be enrolled in the Fall - Banfield confirmed

Board Member Cantrell moved to approve. Board Member Brown seconded the motion.

Scott Approved • Brown Approved • Cantrell

Approved • Mitchell Approved • Reynolds Approved

10. Discussion and possible action to approve updated Employee Handbook.
Banfield - An addendum was added related to the pandemic so employees are informed of the Families First Coronavirus Response Act and their rights as it pertains thereto. This was also emailed to all teachers and staff in order to prepare for any disruptions that may happen due to Covid.

Board Member Mitchell moved to approve. Board Member Reynolds seconded the motion.

*Scott Approved • Brown Approved • Cantrell
Approved • Mitchell Approved • Reynolds Approved*

11. Discussion and possible action to approve insurance renewal with Philadelphia Insurance Companies.

Brock - The main policy was already approved by the Board, this portion is being brought to the Board to add the proper coverage for cyber security for such a technically centered school, at \$2 million.

Board Member Cantrell moved to approve. Board Member Brown seconded the motion.

*Scott Approved • Brown Approved • Cantrell
Approved • Mitchell Approved • Reynolds Approved*

12. Discussion and possible action to approve Annual Budget.

Brock - This budget is for 40,000 students between both schools, though we will likely have more enrollments. Brock explained the total revenue and expenses, including that the the performance bonuses are budgeted for September and November

Board Member Reynolds moved to approve. Board Member Mitchell seconded the motion.

*Scott Approved • Brown Approved • Cantrell
Approved • Mitchell Approved • Reynolds Approved*

13. Discussion and possible action to approve Distance Learning Plan.

Banfield - the SDE required all public schools to put together assurances and a distance learning plan to ensure students would continue to learn no matter the environment. It is required that the Board to approve for both the SDE, and for a technology grant provided by the Federal Government. In addition to the distance learning plan, Epic still utilizes an individualized learning plan (created between the student, family and teacher) for each student to meet each student where they are educationally. The school is able to find what the student didn't learn at the previous school, and address these deficits. Getting the students on or near grade-level can take a year or more depending on how far behind they are. 70% of students new to Epic are below grade level in ELA, and 80% below grade level in math. Allows the school to create a plan with parents to get students to grade-level.

Board Member Brown moved to approve. Board Member Mitchell seconded the motion.

*Scott Approved • Brown Approved • Cantrell
Approved • Mitchell Approved • Reynolds Approved*

14. Discussion and possible action approve Facilities Use Agreement with HOPE UMC.

Banfield - This is a standard community agreement for use of a facility. This would allow a space for teachers and students to meet face-to-face and/or in a small group setting.

Board Member Cantrell moved to approve. Board Member Reynolds seconded the motion.

*Scott Approved • Brown Approved • Cantrell
Approved • Mitchell Approved • Reynolds Approved*

15. Discussion and possible action approve accepting math, science, and online credits from NWTC and accept Anatomy/Physiology credit from adjunct instructor Debra Button.

Banfield - This is similar to the MOU's previously signed with other career techs.

Reynolds - what is the school looking for when partnering with technology schools?

Banfield - Epic has many students who want to move immediately into the workplace and are not interested in college. So, Epic is consistently looking for career technology schools to assist students in this, such as welding, farming, electrician, etc.

Reynolds - approving at the tech center level, or this instructor?

Banfield - outlined what credits they would be accepting

Mitchell - what is the presentation format for Anatomy/Physiology? in person, virtual? is the credit transferable to other tech schools?

Banfield - historically has been done in person, and is not sure what this particular career tech is providing, but most schools Epic partners with are also seeking the ability to be able to provide classes online if needed due to the pandemic. The agreement would allow Epic to provide course credit that would go on the student's transcript. Yes, are transferable.

Cantrell - how is the testing handled, and is Epic held accountable to their testing? He also ran through a list of courses asking if they are all included.

Banfield - this specific class Anatomy/Physiology tests would be done by that career tech teacher. But the state standardized tests would still be given by Epic, and the results of the education at the career tech would show. The tech school is responsible for the courses, the content and the testing.

Board Member Cantrell moved to approve. Board Member Mitchell seconded the motion.

Scott Approved • Brown Approved • Cantrell

Approved • Mitchell Approved • Reynolds Approved

16. Charter Management Organization Update

Ben Harris - introduced Scott Nemeroff, Managing Director of the Grant Thornton Foundation to give the board information regarding the learning fund

- a. Consideration and possible approval of Grant Thornton Release Letter.
- b. Grant Thornton Presentation of Learning Fund Financial Summary for FY19.

Nemeroff - Grant Thornton is an audit tax and advisory firm, and a very large, nationwide organization. They are engaged through Crowe & Dunlevy to assist in a summary schedule of the learning fund for 2018-2019. Nemeroff explained what they reviewed during their very thorough audit, and that they are currently still in analysis and do not have a final letter ready yet. At this point, they have less than 1% of the transactions to analyze. They want their final result to be extremely detailed and a thorough analysis of the numbers, before presenting to the Board.

Scott - Will this be presented at the October meeting?

Harris - yes

Brock - He explained he has been assisting with this process, but he tested positive for Covid-19 two weeks ago. Some of this process has been hindered by his absence, as his first day back in the office was today.

- c. Discussion and possible action to accept Grant Thornton Presentation of Learning Fund Financial Summary for FY19.

Board Member Reynolds moved to table items 16a and 16b until the next regularly scheduled Board meeting. Board Member Cantrell seconded the motion.

Scott Approved • Brown Approved • Cantrell Approved •

Mitchell Approved • Reynolds Approved

PRESENTATIONS TO THE BOARD

17. Financial update.

Brock - He reminded the Board that he is the Encumbrance Clerk, and David Harp is the Treasurer. Brock went over David Harp's proposal regarding cash balances necessary to meet obligations of a merit-based pay structure, the cash balances outlined in the previously approved budget, a summary of revenue and

expenditures, and a summary of payments made and cleared by the bank. The school is in a good position to prepare for the projected growth from a cash standpoint. They are looking at securing a line of credit to meet all obligations in the beginning of the school year until the school's funds are received mid-year.

18. Board Member Comments

Scott - Harris, Chaney, Brock, Banfield, Shelly Hickman, and all Epic staff have done a tremendous job during the pandemic and in preparing for the beginning of this school year with the surge of enrollment

Mitchell - seconded Scott's statements, and expressed how appreciative she is of the school opening plan, especially as a nurse on the front-line

Cantrell - has been with the board since inception, believes that the structure of the school has led to such incredible innovation, which he believes is the reason why so many students are enrolling. That it is a true testament to how families in Oklahoma are valuing what Epic is doing.

Brown - expressed that she is in contact with a lot of terrified parents who were not happy with distance learning in the Spring, have chosen to leave their brick-and-mortar school to come to Epic, and how happy those parents have been with the enrollment process and their experience so far.

Harris - on behalf of the CMO and Epic, he thanked the Board, and stated that they are excited about the growth, and are also taking this challenge of serving students very seriously

19. Public Comments

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.

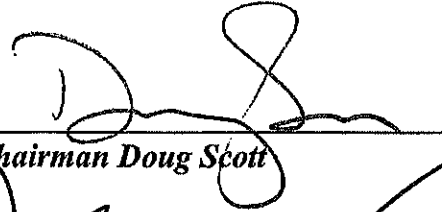
None.

20. Adjournment

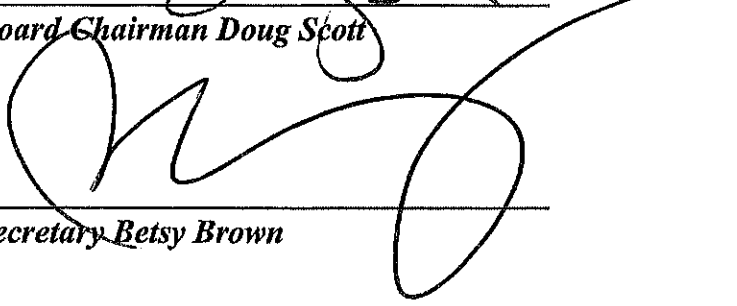
Adjourned at 8:05 p.m. Board Member Cantrell moved to approve to adjourn the meeting. Board Member Reynolds seconded the motion.

*Scott Approved • Brown Approved • Cantrell
Approved • Mitchell Approved • Reynolds Approved*

**MINUTES – EPIC ONE ON ONE CHARTER SCHOOL SPECIAL BOARD MEETING
July 28, 2020**



Board Chairman Doug Scott



Secretary Betsy Brown