

**MINUTES OF MARCH 18 2021 BOARD MEETING  
COMMUNITY STRATEGIES, INC.  
EPIC BLENDED CHARTER SCHOOL –BOARD MEETING**

**50 PENN PLACE, 1900 NW EXPRESSWAY, SUITE 305  
OKLAHOMA CITY, OK 73118**

This meeting will be held via videoconference per SB1031. All board members will participate remotely via videoconference and no board members or staff will be physically present at the meeting site.

Public view: <https://www.facebook.com/epiccharterschools>

Board Documents available at:

<https://www.dropbox.com/sh/swi4ousxw3fgvex/AAD3MEgTWqhiUavLD79lnu-9a?dl=0>

Members of the public shall be allowed to submit requests to address the board in the same manner that they were allowed at physical meetings of the board. To comment, the public must send those requests to [communications@epiccharterschools.org](mailto:communications@epiccharterschools.org) no later than 5 p.m. on Thursday, March 18. They should indicate which meeting they wish to make comment and related to which item they wish to make comment. Prior to 5:30 p.m., those wanting to make public comment who contact us will be given a Zoom link to do so. Public Comments are limited to three (3) minutes and must be related to an agenda item or topic. Where several people wish to address the same subject, a spokesperson must be selected. The Board Chairman may interrupt and terminate any comments that are not in accordance with any of these criteria. Board members may not respond to speakers' comments.

*If the audio or video 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.*

**Thursday March 18, 2021 @ 5:30 p.m.**

1. Call to order and roll call  
*Started at 5:33*  
*Present:*  
*Doug Scott*  
*Betsy Brown*  
*Kathren Stehno*  
*JP Franklin*  
*Wyjuana Montgomery*

**MINUTES – EPIC BLENDED CHARTER SCHOOL BOARD MEETING  
March 18, 2021**

**2. Pledge of Allegiance and Moment of Silence**

***Supt. Banfield led the Pledge of Allegiance and Moment of Silence was observed.***

**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.

**3. Minutes of the February 25, 2021, Special Board meeting.**

***Board Member Dr. Stehno moved to approve the minutes. Board Member Franklin seconded the motion.***

***Scott Approved ● Brown Approved ● Dr. Stehno Approved ● Franklin Approved***

**4. Information to the Board and Discussion**

**a. Superintendent Update**

***Supt. Banfield presented the update. He used a slideshow which is attached to these minutes. There are approximately 11,000 students who have re-enrolled for the 21-22 school year. Teachers are focusing preparing for state testing. The Tulsa BLC is expanding to offer grades 9-12 in the upcoming academic year.***

**b. Financial Update**

***Asst. Supt. Wynn gave the update. She highlighted from the report that revenues year to date are approximately \$77 million. Expenditures year to date are approximately \$54 million. Cash position is approximately \$31 million.***

**c. Educational Management Organization Update**

***Ben Harris of the EMO gave the update. Presented slideshow that has been attached to these minutes. Improvements have been made to state testing scheduling system. Added features that includes improved records collections from other schools and sending records to other schools. Added feature that allows parents to more easily reset parent portal passwords. Should improve family satisfaction and reduce workload on staff.***

***Monitoring HB 2078, which modify state funding formula. Also Monitoring SB 783 which creates year round open transfer opportunities.***

**d. Internal Auditor Update**

***Linda Ladd gave the update. Linda used a slideshow that is attached to***

**MINUTES – EPIC BLENDED CHARTER SCHOOL BOARD MEETING  
March 18, 2021**

*this email. Asked for proposals from approved independent school auditors for FY21. Arledge & Associates has been evaluating OCAS coding. Reduce risk associated with subjective nature of OCAS coding. Plan to have completed prior to the end of the current fiscal year. Gave update on payroll implementation. Finance is making improvements to use more automated processes. Board Member Stehno asked about the RFP process. Ladd answered that Epic selected 4 and sent them requests to complete proposals. These are auditors who are approved to do school audits.*

**e. Legal Status Update**

*Board Attorney Bill Hickman gave the update. He used a slideshow that is attached to these minutes. Focused on discussions with Teacher Retirement System. Bonuses do not require contributions based on prior TRS guidance. TRS is reviewing current structure to determine if contributions will be due on a go forward basis starting July 1, 2021. TRS had no findings of underpayment or not reporting contributions for employees required by TRS. TRS has not told us that we owe any monies for underpayment in the past.*

**Purchasing and General Business**

- 5.** Discussion and possible action to approve purchase orders and encumbrances through February 28, 2021.

*Dori Williams presented this item. There were 26 new purchases orders in February for approximately \$288,000. The highest one was for PO 421 on page 12 for Illume for Speech Language Therapy.*

*Board Member Montgomery moved to approve Item 5. Board Member Brown seconded the motion.*

*Scott Approved ● Brown Approved ● Dr. Stehno Approved ● Franklin Approved*

- 6.** Discussion and possible action to approve Oklahoma School Assurance Group Designated Representative Authorization Form.

*Asst. Supt. Wynn presented this item. OSAG is our worker's compensation provider. This form is designate a representative to vote in the OSAG elections. It designates Superintendent to be the representative. Chair Scott asked if it is standard for the Superintendent to fulfill this role. Wynn responded that in her*

**MINUTES -- EPIC BLENDED CHARTER SCHOOL BOARD MEETING**  
**March 18, 2021**

*experience it is common practice.*

*Board Member Dr. Stehno moved to approve Item 6. Board Member Montgomery seconded the motion.*

*Scott Approved ● Brown Approved ● Dr. Stehno Approved ● Franklin Approved*

7. Discussion and possible action to approve Phase 4 Covid-19 Plan.

*Managing Director of HR Shawna Salkil presented this item . The change in Phases is due to the availability of vaccines. Epic has held a vaccine pod on March 4 & 5. This phase runs from May 1 through August 31. This gives time for transition and vaccination. Items of note for the BLCs are that masks will continue to be required for adults and recommended for students. Quarantine guidelines from the CDC have changed as well for those who have been fully vaccinated. In office employees will return to the office, except for employees who are pregnant or whose spouse is pregnant, employees who have an exemption due to a condition of a minor child, or individuals whoa are unable to be vaccinated due to medical reasons. Shawna Salkil shared some statistics as well. From January 15, 48 staff tested positive. Other information is in the Plan.*

*Board Member Franklin moved to approve Item 7. Board Member Dr. Stehno seconded the motion.*

*Scott Approved ● Brown Approved ● Dr. Stehno Approved ● Franklin Approved*

8. Discussion and possible action to revise board meeting schedule for 2021.

*Board Attorney Bill Hickman presented this item.*

*Board set dates of 4/13/2021, 5/13/2021, and 6/15/2021 to replace regularly scheduled meetings for April, May, and June. Order and times can be determined when notice is given.*

*Board Member Franklin moved to approve 4/13/2021, 5/13/2021, and 6/15/2021 to replace regularly scheduled meetings for April, May, and June.. Board Member Montgomery seconded the motion.*

**MINUTES – EPIC BLENDED CHARTER SCHOOL BOARD MEETING  
March 18, 2021**

*Scott Approved ● Brown Approved ● Dr. Stehno Approved ● Franklin Approved*

9. Discussion and possible action to approve MAS Wengage renewals for FY22. *Asst. Supt. Wynn presented this item. This is for FY22. Wynn mentioned that MAS has been purchased by another company. We will be meeting with and getting acquainted with the new owner soon. For the coming year, no substantive changes are expected. Hope is that new owner brings new resources that can provide better utility.*

*Board Member Brown moved to approve Item 9. Board Member Dr. Stehno seconded the motion.*

*Scott Approved ● Brown Approved ● Dr. Stehno Approved ● Franklin Approved*

*The incorrect agreement was placed in the board packet. The correct document was inserted, viewed, and approved by the board.*

*Board Member Brown renewed her motion to approve Item 9 with the correct document. Dr. Stehno seconded the motion.*

*Scott Approved ● Brown Approved ● Dr. Stehno Approved ● Franklin Approved*

10. Discussion and possible action to approve HSE consulting agreement. *Supt. Banfield presented this item. HSE is an architectural and consulting firm that will be handling the rezoning for Stonegate facility to Pre-K – 8<sup>th</sup> grade. Board asked if this will include construction work. Supt. Banfield answered that it will not, HSE will be handling all of the meetings and paperwork involved in this change. School wants to continue to offer more grade levels at Blended Learning Center sites. HSE will work on providing data on capacity of students.*

**MINUTES – EPIC BLENDED CHARTER SCHOOL BOARD MEETING  
March 18, 2021**

*Board Member Montgomery moved to approve Item 10. Board Member Dr. Stehno seconded the motion.*

*Scott Approved ● Brown Approved ● Dr. Stehno Approved ● Franklin Approved*

**11. 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.

*No members of the public signed up to provide public comment.*

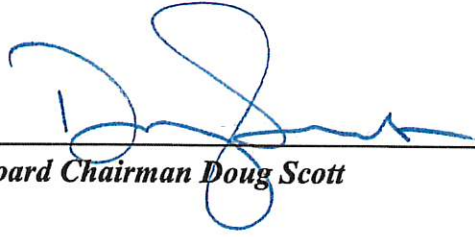
**12. Adjournment**

*Board Member Dr. Stehno moved to adjourn. Board Member Montgomery seconded the motion.*

*Scott Approved ● Brown Approved ● Dr. Stehno Approved ● Franklin Approved*

*The meeting was adjourned at 7:13.*

**MINUTES – EPIC BLENDED CHARTER SCHOOL BOARD MEETING  
March 18, 2021**



---

***Board Chairman Doug Scott***



---

***Board Secretary Betsy Brown***