

**MINUTES OF MARCH 18, 2021 BOARD MEETING  
COMMUNITY STRATEGIES, INC.  
EPIC ONE ON ONE 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/swi4ousxw3fgyex/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 @ 6:00 p.m.**

**1. Call to order and roll call**

*Started at 7:27*

*Present:*

*Doug Scott*

*Betsy Brown*

*Kathren Stehno*

*JP Franklin*

*Wyjuana Montgomery*

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 Brown moved to approve the minutes. Board Member Dr. Stehno 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 a slideshow that is attached to the minutes. Spoke about COVID-19 vaccination POD's that included almost 600 staff members receiving their first vaccination. As of the meeting there were approximately 16,000 students enrolled for the 21-22 school year. That is about 50% of current enrollment. Spoke about Epic's partnership with Oklahoma Human Services is underway and serving family. Student of the month was Mallory Sharp and Kamryn McDowell. Gave update on graduation. Students are beginning to register for one of the seven in person ceremonies. They are being limited to help ensure proper social distancing. Sending direct mail to make sure all of the nearly 4,000 graduating students is aware of their option. Updates board that Epic is ready for state testing. Informed board that Epic student Abigail Ellis is a state finalist for Poetry out Loud.*

b. Financial Update

*Asst. Supt. Jeanise Wynn presented the update. Revenues year to date are \$151,613,311 and warrants issued and paid to date are \$154,961,667. Cash at the bank on hand is \$10,017,000. Pointed to footnote on financial statements that we have a deferred tax item.*

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 these minutes 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. These are auditors who are approved to do school audits. Ladd pointed out that the request for proposal for financial audit applies to Epic One On One.*

e. Legal Status Update

*Board Counsel Bill Hickman gave the update. Used a slideshow that is attached to these minutes. Hickman updated the board that he was scheduled to present the motion for summary judgement to the SVCSB but their meeting was postponed again. The termination hearing was unilaterally cancelled by SVCSB and has not been rescheduled by SVCSB.*

*Board Member Wyjuana asked if there is a certain time from that the SVCSB has to reschedule the hearing. Hickman responded that there is not a court order that states that the hearing has to be reset by a specific date. He is trying to coordinate to get it scheduled but it looks like it could be an extended period of time. It has been moved twice by the SVCSB. Chair Scott asked if the administrative rules require the SVCSB to have the hearing within a certain amount of time because of due process. Hickman said that the only specific rule is that we have at least 90 days to prepare, but not for setting a date within a certain amount of time. Hickman stated that within 13 days of the SAI report the SVCSB had made the notice of termination, but still hasn't held the hearing. Board Member Brown asked about the request to limit scope of depositions. Hickman said they are working together on those, but they are considering filing subpoenas and discussed the fairness of limits on questioning.*

f. Education Board Partners – Carrie Irvin

i. Update

*Carrie Irvin of Education Board partners introduced herself. She is the co-founder of what is now Education Board Partners. They are the only national non-profit dedicated to this cause. They help recruit board members to boards that need their expertise, they provide coaching and training, and work with authorizers to help them understand that charter school boards are a different type of board.*

ii. Board Training

*Irvin presented training and info about Education Board Partners via a slideshow which is attached to these minutes.*

**Purchasing and General Business**

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

*Encumbrance Clerk Dori Williams presented. Begins with PO 4222 on page 13 of bracket. Those 48 new PO's total a little over \$273,000. 25 of those 48 new PO's were for new testing site locations. Due to higher student enrollment and the social distancing of COVID they had to use more sites.*

*Chair Scott asked about the facility rental for graduation and how they are split. Williams explained that it is based on student counts. JP Franklin asked how testing locations are acquired. Ben Harris answered that it is done in house, most of sites are temporary usage. Many are repeat partners but more have had to be added. Cultivated relationships with community-based groups, churches, or really any site that is under utilized during the school week.*

*Board Member Brown moved to approve Item 5. Board Member Dr. Stehno 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. Jeanise explained that this item is the same form as Blended.*

*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 who 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 Brown moved to approve Item 7. Board Member Franklin 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 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 Dr. Stehno 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.*

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

9. Discussion and possible action to approve MAS Wengage renewals for FY22.  
*Asst. Supt. Wynn explained that this is the contract for MAS for student information for the 21-22 school year. This system is what integrates our data for reporting and other requirements. This contract is with Epic One On One. Going forward, all contracts will be with the specific district, and there is a new contract approval form that will ensure that we cover all of our bases to make sure that all facets are considered. There is a member of the finance team who is the point person for collecting and coordinating them. For the most part, they have been very successful in making joint use contract as separated between two districts. Hickman explained the two districts and how they need to have separate contracts to meet regulatory*

*standards. Vendors have been eager to work with school to do this. Epic is also getting feedback from SDE and authorizers on what is acceptable while still trying to maintain efficiencies of the organization.*

*Board Member Franklin moved to approve Item 9. Board Member Montgomery seconded the motion.*

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

**10. EXECUTIVE SESSION:**

Motion to enter into Executive Session as provided for in 25 O.S. 307(B)(4) to have confidential communications between a public body and its attorney concerning a pending investigation, claim, or action, concerning the: (1) State Audit & Inspector's Investigative Audit Report, the (2) Oklahoma Board of Education demand concerning administrative costs and accreditation related deficiencies, and the (3) Statewide Virtual Charter School Board issuance of Notice of Intent to Terminate Charter Contract, when advised by legal counsel that disclosure of any additional information could seriously impair the ability to process or conduct the pending investigation and/or claim in public interest - 25 O.S. §§307 (B) (4) & (7)

- a. (Action) Vote to convene into Executive Session.
- b. (Action) Vote to return to Open Session and Reading of the Executive Session Minute.
- c. (Action) Discussion and possible action(s) on items considered in Executive Session.

*Chair Scott read aloud Item 10. Board Member Brown moved to enter Executive Session. Board Member Stehno seconded the motion.*

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

*The Board returned from Executive Session. Board Member Montgomery moved to return to open session. Board Member Stehno seconded the motion.*

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

*Mr. Hickman stated that all board members participated as well as Supt. Banfield, Asst. Supt. Jeanise Wynn, Asst. Supt. Lealon Taylor, and representative of EMO Ben Harris for portions of the executive sessions. No actions were taken and no votes were cast.*

**11. EXECUTIVE SESSION:**

Motion to enter into Executive Session as provided for in 25 O.S. 307(B)(1) to discuss the employment of the Superintendent and Internal Auditor.

- d. (Action) Vote to convene into Executive Session.
- e. (Action) Vote to return to Open Session and Reading of the Executive Session Minute.
- f. (Action) Discussion and possible action(s) on items considered in Executive Session.

*Chair Scott read aloud Item 11. Board Member Brown moved to enter Executive Session. Board Member Montgomery seconded the motion.*

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

*The Board returned from Executive Session. Board Member Montgomery moved to return to open session. Board Member Stehno seconded the motion.*

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

*Mr. Hickman stated that all board members participated as well as legal counsel. Managing Director of Human Resources Shawna Salkil. Supt. Banfield and Internal Auditor Ladd were invited for portions. No actions were taken in executive session and no votes were cast.*

*Board Brown had technical issues returning to open session. She did not participate in the vote to return, but was able to rejoin.*

**12. 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.

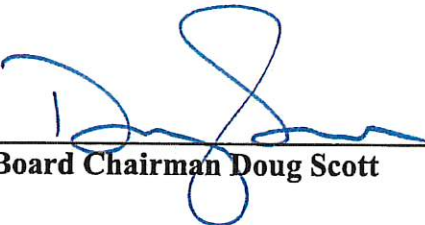
*No members of the public signed up to provide public comment.*

**13. Adjournment**

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

*Scott Approved ● Brown did not vote to approve ● Dr. Stehno Approved ●  
Franklin Approved ● Montgomery Approved.*

**Vote to adjourn passed 4-1. Meeting adjourned at 11:20.**



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**Board Chairman Doug Scott**



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**Board Secretary Betsy Brown**