

**COMMUNITY STRATEGIES, INC.
EPIC ONE ON ONE CHARTER SCHOOL – BOARD MEETING**

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

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

AGENDA

Monday, January 25, 2021 @ 6:30 p.m.

1. Call to order and roll call
Started at 6:45

Present:

Chair Doug Scott

Dr. Stehno

Betsy Brown

Absent:

Adam Reynolds

Mike Cantrell

2. Pledge of Allegiance and Moment of Silence
Led by Supt. Banfield

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 **December 7, 2020, Special Board meeting.**
Board Member Brown moved to approve. Board Member Dr. Stehno seconded the motion.

Scott Approved ● Brown Approved ● Dr. Stehno Approved

4. Discussion and possible action to accept resignation of Board Member Mike Cantrell.
Chair Scott noted that Board Member Cantrell has submitted his resignation due to health concerns. Chair Scott stated that the board appreciates the years of service that Cantrell gave and that his unique perspective will be missed. Board Member Brown moved to approve. Board Member Dr. Stehno seconded the motion.

Scott Approved ● Brown Approved ● Dr. Stehno Approved

5. Discussion and possible action to approve new board member.

Supt. Banfield presented. Supt. Banfield explained that there were multiple wonderful candidates, and after careful consideration is submitting John Franklin (JP Franklin) for approval as new board member. Mr. Franklin's daughter was an Epic student. Mr. Franklin is a former Epic parent and has seen Epic as taxpayer and from the parent perspective. Supt. Banfield observed that Mr. Franklin has high financial acumen, and that is a trait Epic is interested in. He has experience with volume purchasing due to work in contracting/construction and would be beneficial to our board. Supt. Banfield informed the board that Mr. Franklin could not be here tonight, but he is committed to serving on the board. Dr. Stehno stated that she believes Mr. Franklin is quite qualified. Chair Scott appreciates having a former Epic parent and also having business / financial experience from running own business. Chair Scott moved to approve Mr. Franklin to become a new board member. Board Member Brown seconded the motion.

Scott Approved ● Brown Approved ● Dr. Stehno Approved

6. Information to the Board and Discussion

a. Superintendent Update

It is national school choice week. Thousands of families have chosen to come to epic and we are grateful. Epic has just finished the first semester. The Winter benchmark window is closing this week. Supt. Banfield is proud of the work families and teachers have done. Over 90% of all students benchmarked, despite challenges of COVID. This data will be shared with families to give them a gauge of progress and academic growth. This information also allows families to hold school accountable for academics of child. Epic has hired a new assistant superintend of finance. Ms. Jeanise Wynn. She was business manager and assistant treasurer at Edmond Public Schools.

b. Financial Update / Financing Update

Presented by Josh Brock. Epic has arrived at mid year allocation. It was a challenging year from a cash flow perspective. Support from Regent Bank, Watermark, BOK was invaluable. Epic One On One had a Mid Year Allocation of \$188.1 Million. The total ADM was 35,731. Base weight was 3,380.83. Down about a couple hundred dollars a student (statewide impact). Net increase of \$92.1 million. Epic took advantage of payroll tax deferral of \$5.4 million, and has until December of 2022 to repay. Epic plans to pay that soon. Epic paid off all debt obligations immediately. Do not anticipate any borrowing in Spring or Summer time frame and will reassess in Fall. Cost of funds was \$633,752.69, of which roughly \$410,000 to one on one district. Presented financial statements of Epic One On One which include attestation of treasurer. Finished December in

positive of roughly \$600,000 if you exclude the deferred payroll taxes. Cash flow was managed very tightly and Brock thanks staff for work on that. No payroll was ever missed, including fully paying bonus obligations. All were paid on time. Chair Scott thanked Josh Brock.

c. Educational Management Organization Update

Ben Harris gave update.

Legislative session starts in February. Deadline for bill filing has passed, over 3,000 were filed. There are about 200 education related bills filed. Those will be examined and see if they specifically relate to Epic / virtual schools. Will analyze what effect they will have. On technology, just finished quick entry grade book screen. This update reduced gradebook time by about 2/3. Focusing on teacher productivity, want them to focus on directly instructing. RTI module has been redone. It is standards based and saves time, and teachers are using now. On the front end, there is the ILP. During the year there is a PLP, which has been revamped and integrating it in google classrooms. Much more user friendly.

d. Legal Status Update

Bill Hickman presented.

Update on SVCSB proceedings. Over 15,000 pages of records received. Depositions are scheduled. They start tomorrow with John Harrington. Epic has filed motion for summary judgement. The next regular board meeting of the SVCSB is February 12th. Hearing begins March 8th. No depositions have been requested from SVCSB of Epic employees. Scheduled depositions will be at Professional Reporters in downtown OKC.

e. Internal Auditor Update

Linda Ladd presented.

Ms. Ladd gave update on administrative cost penalty finding by SAI that was issued October 1, 2020. Epic has received work papers related to this audit finding this past Saturday. That is when the 60 day timeline began for the demand letter by SDE. Epic plans on reaching out to SDE to discuss.

Charlotte Uzzel will be conducting instructional audits to ensure gradebook and instruction processes are working effectively.

Purchasing and General Business

7. Discussion and possible action to approve purchase orders and encumbrances through December 31, 2020.

Online tutoring and IT for testing windows made up 92% of new P.O.'s issued in December.

Board Member Brown moved to approve the motion. Board Member Dr. Stehno

seconded the motion.

Scott Approved ● Brown Approved ● Dr. Stehno Approved

8. Discussion and possible action to approve Consulting Engagement Letter with Arledge & Associates.

Josh Brock Presented. Arledge & Associates are a local CPA firm. They are approved for school audits. They are engaged to review, analyze assist, school and auditor on the OCAS framework, analyze our current coding, provide suggestions for management regarding OCAS, and job coding and descriptions and determine coding of those. Them being an approved school auditor will allow us to improve our framework and have higher levels of consistency with our growing staff. It is an hourly rate. We look forward to working with them.

Chair Scott says that it's a great idea. Bestsy asked how long it will take? Brock answers that process should be complete by July so Epic can incorporate improvements by deadline to submit OCAS data.

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

Scott Approved ● Brown Approved ● Dr. Stehno Approved

9. Review of the 2020 403B plan.

Presented by Josh Brock.

The requirements of Epic's ERISA 403B plan include an annual audit and review with board. This plan is done through Edwards Jones and American Funds. There are currently about 40 participants now. This plan in addition to OTRS. Board Member Dr. Stehno moved to approve. Board Member Brown seconded the motion.

Scott Approved ● Brown Approved ● Dr. Stehno Approved

10. Discussion and possible action to approve Wengage Accounting Software Contract.

Presented by Josh Brock.

Epic has used Wengage since inception. Epic has used different modules, and added personnel earlier this year. Josh Brock states that this will improve long term to match personnel reporting to OCAS. Now have added purchase requisition piece. This module adds more control and layers of accountability, adds cost of approximately \$5,000. Board Member Brown moved to approve. Board Member Dr. Stehno seconded the motion.

Scott Approved ● Brown Approved ● Dr. Stehno Approved

11. EXECUTIVE SESSION:

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 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 the public interest - 25 O.S. §§ 307 (B) (4) and (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.

Board Member Dr. Stehno moved to enter Executive Session. Board Member Brown seconded the motion.

Scott Approved ● Brown Approved ● Dr. Stehno Approved

The Board returned to the public meeting. Dr. Stehno moved to return to public session. Board Member Brown seconded the motion.

Scott Approved ● Brown Approved ● Dr. Stehno Approved

Invite banfield and mr. hickman. Board Attorney Bill Hickman reported that the Board chose to invite Supt. Banfield and Board Attorney Bill Hickman to the Executive Session. There were no actions taken and no votes cast in the Executive Session.

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.

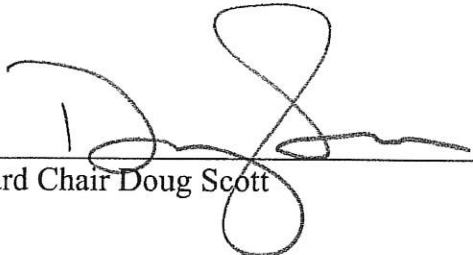
There were no comments from the public.

13. Adjournment

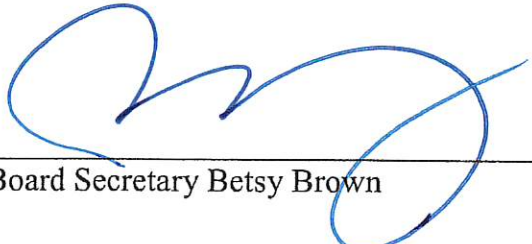
Board Member Brown moved to adjourn the meeting. Board Member Dr. Stehno seconded the motion.

Scott Approved ● Brown Approved ● Dr. Stehno Approved

The meeting was adjourned at 8:15 P.M.



Board Chair Doug Scott



Board Secretary Betsy Brown