MINUTES OF
COMMUNITY STRATEGIES, INC.
EPIC ONE ON ONE CHARTER SCHOOL – SPECIAL BOARD MEETING
4101 NW 122ND STREET, SUITE B
OKLAHOMA CITY, OK 73120

AGENDA

Wednesday, August 21, 2019

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

   Present: Doug Scott
   Liberty Mitchell
   Adam Reynolds
   Betsy Brown

   Absent: Mike Cantrell

   Others in
   Attendance: Bart Banfield, Supt.
   Josh Brock
   Bill Hickman, Board attorney
   David Chaney
   Ben Harris
   Chuck Richardson,
   Epic attorney

2. Pledge of Allegiance and Moment of Silence

3. Introductions

   Welcomed Bart Banfield as the new school Superintendent. Josh Brock, CFO
   and Bill Hickman, Board Attorney, also present at the table.

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 April 17, 2019, Board meeting.
Purchasing and General Business

5. Discussion and possible action to approve purchase orders and encumbrances through June 30, 2019.
   Brock - reviewed the budget with the Board, and brought attention to pages 38-45 regarding additional payroll for a bonus payment to teachers

6. Discussion and possible action to approve updated Employee Handbook regarding the Standards of Professional Conduct.
   Brock - page 11, presenting per State statute to employees. This was tabled at the last meeting, and since then Epic has spoken to the State Department of Education and a notation was made based on their advice.
   Hickman - stated he reviewed this policy, and also spoke with counsel for the SDE

7. Discussion and possible action to approve 2019-2020 School Calendar.
   Supt. - standard schedule, schools starts just after Labor Day

8. Discussion and possible action to approve 2020 Board Meeting Dates.
   Chair Scott - discussed was had between board members to continue regular meetings quarterly, on the 3rd Wednesday of the month
   [January 15, 2020; April 15, 2020; July 15, 2020; and October 21, 2020]

9. Discussion and possible action to approve Request for Lease Expansion with TR Office Park.
   Supt. - expanding the Tulsa site due to the continued growth of the school, and need for more space — this will double the space

10. Discussion and possible action to approve renewal of TR Office Park Lease.
    Supt. - this current Tulsa space has worked well for staff and Epic families, would like to continue in this space

11. Discussion and possible action to approve Philadelphia Insurance Co. as insurance carrier.
    Brock - this company was able to beat the OK School Assurance Group (who Epic had last year) by approximately $140,000/year, which includes all prior acts
    Scott asked if this was the same coverage as last year, Brock confirmed

12. Discussion and possible action to approve Oklahoma School Assurance Group for worker’s compensation.
    Brock - have been able to reduce the school's premium each year, and in comparing quotes this group was the lowest cost for the most coverage
    Hickman stated that this insurance also covers the Board members
13. Discussion and possible action to approve Memorandum of Understanding (MOU) with Kiamichi Technology Centers.

Supt. - deals with all courses taught that are eligible for science, math and computer technology academic credit, and is being asked of all school districts in Oklahoma.

14. Discussion and possible action to approve renewal of Contract with CRW to serve as E-Rate consultant.

Brock - used since the school’s inception, and are able to recoup some funds, such as internet - have been at the same cost since 2010 and are seeing a lot of savings.

15. Discussion and possible action to approve Contract for Grant Services with Precision NPO Solutions.

Brock - will be applying for grants on behalf of the school, company’s compensation is based off of them being successful in getting a grant.

16. Discussion and possible action to approve Addendum to OES Facility Use Agreement.

Supt. - regarding Sylvan Learning Center to create learning opportunities and additional space for teachers and students to meet face-to-face. Renewing this successful partnership to include more space and staffing.

17. Discussion and possible action to approve Giant Phase Two Agreement.

Supt. - the Board approved a Phase 1 plan with this company last year to work with staff in developing leadership, mentoring and staffing; this is moving the plan to Phase 2 in order to provide more leadership opportunities and trainings for many different levels within the company. The criteria for the emerging leaders to be in this sustained professional development opportunity is rigorous (135 have been chosen this year).

18. Discussion and possible action to approve the ACT as the College and Career Readiness Assessment.

Supt. - every public school must decide on the ACT or SAT, most schools choose the ACT, and feels this test is the better fit for their educational model, in part because the testing window is longer.

19. Discussion and possible action to approve the revised Student Handbook.

Brock - page 12, updated the handbook to include the ACT being the approved test.

20. Discussion and possible action to approve Gifted Education Plan.

Supt. - this plan is required by the SDE; it will allow the school to identify gifted students and to successfully serve them, which is a rigorous process; looking for enrichment opportunities for these students. Discussion was had with Scott and Brown regarding how students qualify.
21. Discussion and possible action to approve the following persons for the Gifted and Talented Advisory Committee for a 2 year term: Nicole Ellison, Patricia Maroney, Cindy Beeman, Marina Johnson, Shannon Troxel, Shay Patterson, Amie Schwietzer.

   Supt. - diverse committee made up of Epic administration and teachers, as well as parents. This group will reflect every year in order to improve year-over-year.

22. Discussion and possible action to approve Doug Scott and/or Betsy Brown to sign Form 5500 on behalf of Board for 403(b) plan.

   Brock - IRS form required to be submitted; reminded the Board that this is a secondary retirement option for the teachers.

23. Discussion and possible action to approve Budget for FY2020.

   Brock - gave a summary to the Board of the budget; projecting for One on One 15,000 students, estimating approximately $90 million in revenue; touched on increased teacher pay, increased instruction, additional lease spaces due to growth, increasing Learning Fund to $1,000, etc.; $86,812,000 in expenditures with carryforward of around $4 million

   Hickman - asked about school’s position of the carryforward compared with brick and mortar schools; Brock stated it projects usual expenses, but also includes teachers bonuses that will be paid before the SDE provides funding

   Brock and Brown discussed the amount paid per student and teacher bonuses

   Hickman reminded the Board that the school has a minimum salary for staff of $30,000 per year.

   Brock and Supt. also spoke to all the leased facilities, and how leasing as of now allows the school to be more flexible with meeting the demands of the various student populations.

24. Discussion and possible action to approve Agreement with Smith & Pickel Construction for 50 Penn Place construction services.

   Supt. - remodeling 50 Penn Place for additional space for the existing administrative staff. This is a central location, and the whole administrative team will have an entire floor. Move will happen in waves, and will start in September 2019.

25. Discussion and possible action to approve Agreement with Christian Karate Academy for facility lease.

   Supt. - because of the growth and teacher/student meet-ups outgrowing the capacity of the libraries, additional space is needed. Will have access to all of the Karate Academy locations.
26. Discussion and possible action to approve Blanchard Crossing Shopping Center Lease.
   Supt. - 26, 27, 28, 29 are all due to the need for additional meeting spaces in the various locations due to the exponential growth of epic, and the students and staff living in these areas.

   Supt. - Blanchard is an area with hundreds of students, with an increasing growth and need for more meeting space.

27. Discussion and possible action to approve Agreement with Timberlake Construction Co. regarding Blanchard Micro-Site.
   Supt. - 27 & 28, Timberlake has experience with building spaces and then replicating those facilities (such as franchises). This way as areas are identified where additional meeting spaces are needed, Timberlake can go in and replicate what they have already done in other locations.

28. Discussion and possible action to approve Agreement with Timberlake Construction Co. regarding Norman Micro-Site.
   Supt. - 1,800 students in this area.

29. Discussion and possible action to approve The Center on Main, LLC Lease Contract.

30. Discussion and possible action to approve the Sixth Amended Charter School Operating Agreement.
   Brock - correcting a clerical error

   Board Member Brown moved to approve the Consent Docket. Board Member Reynolds seconded the motion. The motion to approve the Consent Docket passed unanimously.

31. Superintendent’s Update
   - 2018-19 school had 10,521 students as of August 1, and now it has grown by 39.2% to 14,647 students in the One on One program
   - 1,422 employees
   - Total teacher count: 1,126 (inclusive of 361 Special Education teachers)
     NEW: 526 new teachers (inclusive of 146 Special Ed teachers)
   - Recently had a teacher training of over 1,000 of the best and brightest teachers in one room
   - Back to School Bash: OKC is at Frontier City; Tulsa is at the Jenks Aquarium
   - Continue to reduce student/teacher ratios, which helps the teachers give better direct instruction and improve performance
the school received its accreditation with zero deficiencies

32. Board Member Comments

None.

33. 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.

34. Adjournment

7:28 p.m. Board Member Mitchell moved to approve adjourn the meeting. Board Member Reynolds seconded the motion. The motion to adjourn the meeting passed unanimously.

Board Chairman Doug Scott

Secretary