



College Bound Academy BOARD MINUTES
SPECIAL MEETING OF THE BOARD OF EDUCATION

Tulsa Charter: College Bound Academy
July 27th, 2023 - 2:30 P.M.

The Tulsa Charter, College Bound Academy of Tulsa, Oklahoma met in Open Session in the Library of the East Side Academy Building at 2525 South 101st East Avenue, Tulsa, OK, 74129 at 2:30 P.M. on the 27th of July 2023, with President, Andrew Witter presiding.

With the exception of the agenda item calling the meeting to order, the Board reserves the right to take up any agenda item in any order regardless of how items are listed.

This is an open, public meeting held in accordance with the Open Meeting Laws of the State of Oklahoma.

Item 1. _____ Call to order at 2:32 P.M. and on **Roll Call** the following were present:

PRESENT MEMBERS OF THE BOARD: (Name, Title, Member or Non-Member)

- Andrew Witter, President, Member
- Elian Hurtado, Member
- Samantha Powell, Member
- Julie Peters, Member
- Christopher Gnaedig, Member

ABSENT MEMBERS OF THE BOARD:

- Caleb Leggett, Member
- Chris Mahnken, Member
- Sarah Schemmer, Member

STAFF MEMBERS:

- Daisy Salgado-Garay, Board Clerk and Non-Member
- Andrea Warren, Executive Director; CFO, Non-Member, Advisory
- Olivia Ehle, Staff Member
- Silvia Turmero, Staff Member
- Thomas Golden, Staff Member
- Johanna Potts, Staff Member

<p><u>Roll Call:</u></p>	<p>The meeting was called to order at 2:32 P.M. by Mr. Andrew Witter, President. On Roll Call the following were present:</p> <p>Present:</p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member ● Elian Hurtado, Member ● Samantha Powell, Member ● Julie Peters, Member ● Christopher Gnaedig, Member
<p>1) Opening Exercises</p>	<p>Opening Exercises</p> <ol style="list-style-type: none"> a. Welcome b. Call the meeting to order and confirm that a quorum of the board is present. <p>Quorum is present:</p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member ● Elian Hurtado, Member ● Samantha Powell, Member ● Julie Peters, Member ● Christopher Gnaedig, Member
<p>2) Consent Agenda- Motion and vote on recommendations.</p>	<p>All of the following items, those items of a routine nature normally approved at Board meetings, will be approved by one vote unless any Board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration, and action on the following items:</p> <ol style="list-style-type: none"> a. Meeting Agenda b. Minutes: Regular Board Meeting - Regular Board Meeting, June 13th 2023 c. Staff Report/Elections and Salary Adjustments d. Financial Report for May 2023 prepared by Jenks & Kemper, Certified Public Accountants. <p>* Board member Chris Mahnken arrived at 2:34pm.</p>

	<p>Motion to approve the Consent Agenda was made by Board Member Samantha Powell and seconded by Board Member Christopher Gnaedig.</p> <p><i>The motion carried 6-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Elian Hurtado, Member- yes ● Samantha Powell, Member- yes ● Julie Peters, Member- yes ● Christopher Gnaedig, Member- yes ● Chris Mahnken, Member - yes
<p>3) Action Agenda- Motion and vote on recommendations.</p>	
<p>3A)</p>	<p>Consider and take action on contract with Talking Points</p> <p>Cost: \$7,000</p> <p>Discussion: This would replace the current application being used -Class Dojo. Talking points allows conversation monitoring and is more user friendly for families. Cost is for District-wide service.</p> <p>Motion to approve Contract with Talking Points was made by Board Member Elian Hurtado and seconded by Board Member Samantha Powell.</p> <p><i>The motion carried #6-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Elian Hurtado, Member- yes ● Samantha Powell, Member- yes ● Julie Peters, Member- yes ● Christopher Gnaedig, Member- yes ● Chris Mahnken, Member - yes

<p>3B)</p>	<p>Consider and take action on the Charter School Contract Amendment with Tulsa Public Schools, the authorizer and sponsor for College Bound Academy</p> <p>Rationale: The proposed document provides parameters to College Bound Academy as an operating charter school under a sponsor, Tulsa Public Schools.</p> <p>Discussion: For the Purposes and Renewal and accountability only Eastside student's academic performance will be considered Brookside would integrate in the upcoming years.</p> <p>Motion to approve the Charter School Contract Amendment with Tulsa Public Schools, the authorizer and sponsor for College Bound Academy, was made by Board Member Chris Mahnken and seconded by Board Member Samantha Powell.</p> <p><i>The motion carried #6-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Elian Hurtado, Member- yes ● Samantha Powell, Member- yes ● Julie Peters, Member- yes ● Christopher Gnaedig, Member- yes ● Chris Mahnken, Member - yes
<p>3C)</p>	<p>Consider and take action on a teacher pay raise.</p> <p>Rationale: Senate Bill 1119 creates a new state minimum schedule for public school employees. While charter schools are exempt from this requirement, we would like to implement this raise to stay competitive in the market.</p> <p>Cost: With current staffing numbers, the annual cost of the teacher pay raise will impact the school budget by approximately \$165,000 annually</p> <p>Discussion: Senate Bill excluded charters, approving would allow to attract and retain staff with a competitive pay.</p>

	<p>Motion to approve a teacher pay raise was made by Board Member Julie Peters and seconded by Board Member Elian Hurtado.</p> <p><i>The motion carried #6-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Elian Hurtado, Member- yes ● Samantha Powell, Member- yes ● Julie Peters, Member- yes ● Christopher Gnaedig, Member- yes ● Chris Mahnken, Member - yes
3D)	<p>Consider and take action on approved salaries for all staff excluding district administration for FY24.</p> <p>Rationale: With the possible pay raise on this agenda, staff salaries reflect the increased pay for FY24.</p> <p>Discussion: Salary increase would include teachers, support and operations staff.</p> <p>Motion to approve the approved salaries for all staff excluding district administration for FY24 was made by Board Member Chris Mahnken and seconded by Board Member Christopher Gnaedig..</p> <p><i>The motion carried #6-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Elian Hurtado, Member- yes ● Samantha Powell, Member- yes ● Julie Peters, Member- yes ● Christopher Gnaedig, Member- yes ● Chris Mahnken, Member - yes
3E)	<p>Consider and take action on College Bound Academy, Inc. Purchase Orders for FY24, numbers 1-68</p> <p>Discussion: None</p> <p>Motion to approve College Bound Academy, Inc. Purchase Orders for FY24, numbers 1-68</p>

	<p>was made by Board Member Chris Mahnken and seconded by Board Member Julie Peters.</p> <p><i>The motion carried #6-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Elian Hurtado, Member- yes ● Samantha Powell, Member- yes ● Julie Peters, Member- yes ● Christopher Gnaedig, Member- yes ● Chris Mahnken, Member - yes
3F)	<p>Consider and take action on an updated Parental Leave Policy</p> <p>Rationale: To comply with Senate Bill 364, we have amended our parental leave to include 6 weeks of full pay for those employees meeting qualifications.</p> <p>Discussion: Not part of FMLA benefits, this would give 6 weeks of full pay benefit for all employees that qualify and includes birth and adoption events.</p> <p>Motion to approve an updated Parental Leave Policy, striking FMLA umbrella verbiage. was made by Board Member Chris Mehnkan and seconded by Board Member Christopher Gnaedig.</p> <p><i>The motion carried #6-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Elian Hurtado, Member- yes ● Samantha Powell, Member- yes ● Julie Peters, Member- yes ● Christopher Gnaedig, Member- yes ● Chris Mahnken, Member - yes
3G)	<p>Consider and take action on discussion and vote to enter into Executive Session pursuant to 25 O.S. § 307(B)(1) to discuss annual review of Executive Director and possible merit raise for Executive Director.</p> <ol style="list-style-type: none"> i. Vote to Convene in Executive Session ii. Vote to Acknowledge Return to Open Session

	<p>iii. Discussion and possible action regarding the matters discussed in Executive Session.</p> <p>Vote to approve convening in Executive Session was made by board Member Chris Mahnken and seconded by board member Julie Peters.</p> <p><i>The motion carried #6-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Elian Hurtado, Member- yes ● Samantha Powell, Member- yes ● Julie Peters, Member- yes ● Christopher Gnaedig, Member- yes ● Chris Mahnken, Member - yes <p>Andrew Witter announced that the board entered into executive session at 2:51 pm to discuss annual review of Executive Director and possible merit raise for Executive Director as authorized by 25 O.S. § 307(B)(1). No action was taken by the board of education.</p> <p>Board Members Present:</p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member ● Elian Hurtado, Member ● Samantha Powell, Member ● Julie Peters, Member ● Christopher Gnaedig, Member ● Chris Mahnken, Member <p>Executive session concluded at 3:07 pm.</p>
3H)	<p>Consider and take action on a continuing contract for Andrea Warren as the Chief Executive Officer and Superintendent for College Bound Academy, Inc for the 2023-24 school year.</p> <p>Discussion: None</p>

	<p>Motion to approve a continuing contract for Andrea Warren as the Chief Executive Officer and Superintendent for College Bound Academy, Inc for the 2023-24 school year was made by Board Member Elian Hurtado and seconded by Board Member Julie Peters.</p> <p><i>The motion carried #6-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Elian Hurtado, Member- yes ● Samantha Powell, Member- yes ● Julie Peters, Member- yes ● Christopher Gnaedig, Member- yes ● Chris Mahnken, Member - yes
3G)	<p>Consider and take action on the Staff Report and Elections and Salary Adjustments for July 2023.</p> <p>Discussion: None</p> <p>Motion to approve the Staff Report and Elections and Salary Adjustments for July 2023 was made by Board Member <u>Samantha Powell</u> and seconded by Board Member Mahnken</p> <p><i>The motion carried #6-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Elian Hurtado, Member- yes ● Samantha Powell, Member- yes ● Julie Peters, Member- yes ● Christopher Gnaedig, Member- yes ● Chris Mahnken, Member - yes
3J)	<p>Consider and take action on a contract with Write On Fundraising.</p> <p>Rationale: To increase grant and fundraising productivity, Write On Fundraising will work with CBA staff to find and apply for fundraising opportunities.</p> <p>Cost: \$42,000 annually for district services paid monthly (\$3500).</p>

	<p>Discussion: This change would give us a new platform where we would be working with a team rather than one person, looking for more opportunities.</p> <p>Motion to approve a contract with Write On Fundraising was made by Board Member Samantha Powell and seconded by Board Member Julie Peters</p> <p><i>The motion carried #6-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Elian Hurtado, Member- yes ● Samantha Powell, Member- yes ● Julie Peters, Member- yes ● Christopher Gnaedig, Member- yes ● Chris Mahnken, Member - yes
4)	<p>Information Agenda</p> <p>* Board Member Elian Hurtado left at 3:16 pm.</p>
4A)	<p>Executive Updates</p> <p>i. District Updates</p> <ol style="list-style-type: none"> 1. Hiring Updates 2. Enrollment <p>Discussion: 3 positions open for both campuses. Music teacher needed for the Eastside campus and Math and 4th grade needed for the Brookside campus. Enrollment numbers change daily, current enrollment is 921 students for both campuses.</p>
4B)	<p>Finance Updates</p> <ol style="list-style-type: none"> i. Financial Report for June 2023 prepared by Jenkins & Kemper, Certified Public Accountants ii. Fund Gap Discussion <p>Discussion: New scholars do not get funded until January, needs will get supported from savings. Projections were conservative, hopefully seeing an increase in revenue and state funding. Fairly confident that line of credit will not be needed, but there are options should the need arise.</p>

4C)	Development Updates Discussion: None
4D)	Governance Updates Discussion: None
5)	Announcements: a. The next meeting of the Board will be held August 22nd, 2023 at 5:30 pm
6)	Public Comments: None
7)	New Business: None.
8)	Motion and Vote to Adjourn This concludes the business that came before the Board on July 27th, 2023 and the motion to Adjourn the meeting was made by Board Member Chris Mahnken and seconded by Board Member Julie Peters at 3:31 pm. <i>The motion carried #5-0 with the following votes:</i> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Samantha Powell, Member- yes ● Julie Peters, Member- yes ● Christopher Gnaedig, Member- yes ● Chris Mahnken, Member - yes

The Agenda for the Special Board Meeting on July 27th, 2023 was posted on the website of College Bound Academy at 10:53 A.M. on June 26th, 2023 by James Golden, Director of family affairs. Notice of the meeting was filed with the Tulsa County Court Clerk at 10:23 A.M. on July 26th, 2023.

College Bound Academy BOARD OF EDUCATION

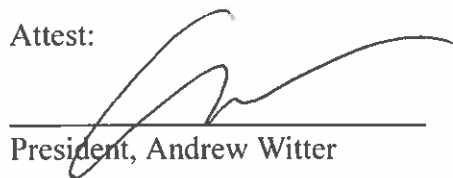


Daisy Salgado-Garay, Minute Clerk

8/22/23

Date

Attest:



President, Andrew Witter

8/22/23

Date