



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

Tulsa Charter: College Bound Academy
April 25, 2023 - 5:30 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 5:30 P.M. on the 25 of April 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 5:37 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
- Christopher Gnaedig, Member
- Caleb Leggett, Member
- Chris Mahnken, Member
- Julie Peters, Member
- Sarah Schemmer, Member

ABSENT MEMBERS OF THE BOARD:

- Elian Hurtado, Member
- Samantha Powell, Member

STAFF MEMBERS:

- Elizabeth Carvajal, Board Clerk and Non-Member
- Andrea Warren, Executive Director; CFO, Non-Member, Advisory
- Olivia Ehle, Staff Member
- Robin Peterson, Staff Member
- Silvia Turmero, Staff Member
- Thomas Golden, Staff Member

PUBLIC:

- Garrett Guinn, Trust Company of Oklahoma

- Nick Gallus, Trust Company of Oklahoma
- Stacey Curtis, Trust Company of Oklahoma

<p><u>Roll Call:</u></p>	<p>Call to order at 5:37 P.M. and on Roll Call the following were present:</p> <p>The meeting was called to order at 5:37 P.M. by Mr. Andrew Witter president.</p> <p>Present:</p> <ul style="list-style-type: none"> • Andrew Witter, President, Member • Christopher Gnaedig, Member • Caleb Leggett, Member • Chris Mahnken, Member • Julie Peters, Member • Sarah Schemmer, Member
<p>1) Opening Exercises</p>	<p>Opening Exercises</p> <ol style="list-style-type: none"> Welcome 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 • Christopher Gnaedig, Member • Caleb Leggett, Member • Chris Mahnken, Member • Julie Peters, Member • Sarah Schemmer, 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"> Meeting Agenda Minutes: Regular Board Meeting - March 28, 2023 Staff Report and Salary Adjustments

	<p>d. Financial Report for March 2023 prepared by Jenks & Kemper, Certified Public Accountants.</p> <p>Motion to approve the Consent Agenda was made by Board Member <u>Gnaedig</u> and seconded by Board Member <u>Leggett</u>.</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 ● Christopher Gnaedig, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Julie Peters, Member -Yes ● Sarah Schemmer, Member - Yes
<p>3) Action Agenda- Motion and vote on recommendations.</p>	
<p>3A)</p>	<p>Consider and take action on the contract with Trust Company of Oklahoma.</p> <p>Rationale: To provide 401k administration services for College Bound Academy Employees</p> <p>Cost: not to exceed \$20,000 annually</p> <p>Discussion: Trust Company of Oklahoma (TCO) offers a bundled plan that cuts down on administrative services and cost plus they have experience with non-profits. TCO would serve as discretionary trustee ensuring the plan is operating under all required rules and regulations. Employee education is included along with plan reviews and designs. TOC offers a 25% savings on fees we pay with our current provider.</p> <p>Motion to approve the contract with Trust Company of Oklahoma was made by Board Member <u>Mahnken</u> and seconded by Board Member <u>Schemmer</u>.</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 ● Christopher Gnaedig, Member - Yes ● Caleb Leggett, Member - Yes

	<ul style="list-style-type: none"> ● Chris Mahnken, Member - Yes ● Julie Peters, Member -Yes ● Sarah Schemmer, Member - Yes
3B)	<p>Consider and take action on the contract with Clearwater Enterprises.</p> <p>Rationale: To provide natural gas to College Bound Academy through June 30, 2024 for both campuses.</p> <p>Cost: Not to exceed \$48,000 which includes both campuses</p> <p>Discussion: This is the company that TPS uses to transport gas.</p> <p>Motion to approve the contract with Clearwater Enterprises was made by Board Member <u>Peters</u> and seconded by Board Member <u>Leggett</u>.</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 ● Christopher Gnaedig, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Julie Peters, Member -Yes ● Sarah Schemmer, Member - Yes
3C)	<p>Consider and take action on a contract with TranSolPro, LLC.</p> <p>Rationale: To provide transportation services to CBA scholars for both campuses for the 2023-24 school year.</p> <p>Cost: not to exceed \$65,000 per school route</p> <p>Discussion: This is our current bus company. We are anticipating 7 routes total with the expansion.</p> <p>Motion to approve the contract with TranSolPro was made by Board Member <u>Peters</u> and seconded by Board Member <u>Gnaedig</u>.</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 ● Christopher Gnaedig, Member - Yes

	<ul style="list-style-type: none"> ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Julie Peters, Member -Yes ● Sarah Schemmer, Member - Yes
3D)	<p>Consider and take action on the Resolution for Schools and Libraries Universal Services (E-Rate) for 2023-24.</p> <p>Rationale: This resolution authorizes filing of the Form 471 application(s) for funding year 2023-24 and the payment of the applicant’s share upon approval of funding and receipt of services.</p> <p>Discussion: This is the program that allows us to provide internet and internet type services at a discounted rate. The contract lists C1 and C2 which may refer to campus 1 and 2 but this is not clear. Board moves to table discussion until we can receive clarity on this.</p> <p><u>Motion to TABLE the Resolution for Schools and Libraries Universal Services (E-Rate) for the 23-24 SY</u> was made by Board Member <u>Mahnken</u> and seconded by Board Member <u>Schemmer</u>.</p> <p><i>The motion to table carried #6-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member - Yes ● Christopher Gnaedig, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Julie Peters, Member -Yes ● Sarah Schemmer, Member - Yes
3E)	<p>Consider and take action on the 2023-24 contract with Cox Communications.</p> <p>Rationale: To provide internet services to both campuses for the 2023-24 school year.</p> <p>Cost: \$4860.00 which includes both campuses</p> <p>Discussion: Contract includes a special condition that limits terms to one year, therefore, we will renew this yearly.</p>

	<p>Motion to approve the 2023-24 contract with Cox Communications was made by Board Member <u>Leggett</u> and seconded by Board Member <u>Schemmer</u>.</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 ● Christopher Gnaedig, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Julie Peters, Member -Yes ● Sarah Schemmer, Member - Yes
3F)	<p>Consider and take action on contract with Municipal Accounting Systems, Inc. for accounting software.</p> <p>Rationale: To provide the accounting software for the 2023-24 school year that CBA staff and our accountants will use for the following: Appropriated Funds, Payroll, and Treasurer.</p> <p>Cost: \$7,798.50 which includes both campuses</p> <p>Discussion: This is the system we currently use for accounting. Collegiate Hall uses it as well. We are currently working on an integration between both campuses.</p> <p>Motion to approve the accounting software contract with Municipal Accounting Systems, Inc was made by Board Member <u>Mahnken</u> and seconded by Board Member <u>Leggett</u>.</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 ● Christopher Gnaedig, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Julie Peters, Member -Yes ● Sarah Schemmer, Member - Yes
3G)	<p>Consider and take action on contract with Municipal Accounting Systems, Inc. for our student information systems.</p>

	<p>Rationale: To provide the student information software for the 2023-24 school year that CBA will use for the following: Student Information and Lunch Room.</p> <p>Cost: \$10,741.52 which includes both campuses</p> <p>Discussion: This is the same company we currently use - this contract is specifically for the student information system which houses all of the student records.</p> <p>Motion to approve the student information systems contract with Municipal Accounting Systems, Inc was made by Board Member <u>Leggett</u> and seconded by Board Member <u>Gnaedig</u>.</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 ● Christopher Gnaedig, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Julie Peters, Member -Yes ● Sarah Schemmer, Member - Yes
3H)	<p>Consider and take action on the 2023-2024 school calendar and approve the length of the 2023-24 school year to be calculated in hours as allowed by House Bill 1864.</p> <p>Rationale: House Bill 1864 provides for calculation of the school year by days or school hours. It also modifies time allowed for professional meetings and the number of hours for parent-teacher conferences to be counted as classroom instruction and clarifies language relating to the extended-day schedule. Using the school-hour method of calculation will allow calendar flexibility, if needed, and will not impact the district’s average daily membership or average daily attendance calculations.</p> <p>Discussion: This is the same calendar we reviewed during a previous board meeting. This calendar aligns as much as possible with the TPS calendar. This meets the 1080 hours required by law.</p> <p>Motion to approve the 2023-2024 school calendar was made by Board Member <u>Schemmer</u> and seconded by Board Member <u>Leggett</u>.</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 ● Christopher Gnaedig, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Julie Peters, Member -Yes ● Sarah Schemmer, Member - Yes
<p>3I)</p>	<p>Consider and take action on approving the 2023-24 Family & Scholar Handbook.</p> <p>Rationale: The Family and Scholar Handbook has been updated to reflect current policies and safety guidelines for both campuses.</p> <p>Discussion: This is our updated handbook and integrates CBA and CH policies. Policies between both schools were similar so not a lot of changes. Current CH scholars will be able to use CH uniforms next school year.</p> <p>Motion to approve the 2023-24 Family & Scholar Handbook was made by Board Member <u>Leggett</u> and seconded by Board Member <u>Peters</u>.</p> <p>The motion carried #6-0 with the following votes:</p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member - Yes ● Christopher Gnaedig, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Julie Peters, Member -Yes ● Sarah Schemmer, Member - Yes
<p>3J)</p>	<p>Consider and take action on approving the 2023-24 Staff Handbook.</p> <p>Rationale: The Staff Handbook has been updated to reflect current policies for both campuses.</p> <p>Discussion: The Board would like inclusive language that is gender neutral in the handbook, specifically in the Family Leave section. In addition, amend the Adoption Policy so that language is clear that this leave is paid and join it with the Family and Medical Leave Policy.</p>

	<p>Motion to approve the 2023-24 Staff Handbook with the requested amendments was made by Board Member <u>Peters</u> and seconded by Board Member <u>Mahnken</u>.</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 ● Christopher Gnaedig, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Julie Peters, Member -Yes ● Sarah Schemmer, Member - Yes
3K)	<p>Consider and take action on the Application for Temporary Appropriations prepared by Bledsoe, Hewett, & Gullekson for the 2023-24 SY</p> <p>Rationale: To approve temporary appropriations to the extent of and not to exceed one hundred per cent (100%) of the total estimated funds available to said Board with \$6,133,243.00 allocated to the general fund.</p> <p>Cost: \$0</p> <p>Discussion: None</p> <p>Motion to approve the application for temporary appropriations for the 2023-24 school year was made by Board Member <u>Leggett</u> and seconded by Board Member <u>Mahnken</u>.</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 ● Christopher Gnaedig, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Julie Peters, Member -Yes ● Sarah Schemmer, Member - Yes
3L)	<p>Consider and take action on a continuing contract with Therapy Works, Inc. for the 2023-24 school year for both campuses.</p>

	<p>Rationale: To provide College Bound Academy students with speech, occupational, and physical therapy services as needed for IEP's.</p> <p>Cost: Not to exceed \$160,000 which includes both campuses</p> <p>Discussion: Therapy Works offers testing materials and insurance coverage. We may evaluate in future on offering services in-house. Therapy Works has agreed to come in July to screen scholars at Brookside campus.</p> <p>Motion to approve the continuing contract with Therapy Works, Inc for the 2023-24 school year for therapy services was made by Board Member <u>Leggett</u> and seconded by Board Member <u>Schemmer</u>.</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 ● Christopher Gnaedig, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Julie Peters, Member -Yes ● Sarah Schemmer, Member - Yes
3M)	<p>Consider and take action on a continuing contract with Therapy Works, Inc. for the 2023-24 school year.</p> <p>Rationale: To provide College Bound Academy with billing assistance for SoonerCare for both campuses.</p> <p>Discussion: This contract is specifically so that Therapy Works can bill SoonerCare for us wherein we receive partial reimbursement.</p> <p>Motion to approve the continuing contract with Therapy Works, Inc for the 2023-24 school year for billing assistance was made by Board Member <u>Leggett</u> and seconded by Board Member <u>Gnaedig</u>.</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 ● Christopher Gnaedig, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Julie Peters, Member -Yes

	<ul style="list-style-type: none"> ● Sarah Schemmer, Member - Yes
3N)	<p>Consider and take action on the ‘Save Women’s Sports Act’ policy.</p> <p>Rationale: Policy to comply with Oklahoma Statute 70 OS 27-106</p> <p>Discussion: This is a requirement by the state department.</p> <p>Motion to approve the Save Women’s Sports Act policy was made by Board Member <u>Mahnken</u> and seconded by Board Member <u>Leggett</u>.</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 ● Christopher Gnaedig, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Julie Peters, Member -Yes ● Sarah Schemmer, Member - Yes
3O)	<p>Consider and take action on the district name and campus names beginning in the FY24 school year.</p> <p>District: College Bound Academy, Inc.</p> <p>College Bound Academy- Eastside Campus 2525 S. 101st E. Ave Tulsa, OK 74129</p> <p>College Bound Academy- Brookside Campus 1110 E. 45th Pl. Tulsa, OK 74105</p> <p>Discussion: These official names will be submitted to the state so we can be assigned a site code for the new campus.</p> <p>Motion to approve the district and campus names beginning in the FY24 school year was made by Board Member <u>Gnaedig</u> and seconded by Board Member <u>Leggett</u>.</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 ● Christopher Gnaedig, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes

	<ul style="list-style-type: none"> ● Julie Peters, Member -Yes ● Sarah Schemmer, Member - Yes
3P)	<p>Consider and take action on College Bound Academy- Eastside Campus to serve grades pre-kindergarten through fourth grade.</p> <p>Rationale: The State Department of Education requires board approval for additional site codes and name changes.</p> <p>Discussion: None</p> <p>Motion to approve grades pre-kindergarten through fourth grade for the College Bound Academy- Eastside Campus was made by Board Member <u>Mahnken</u> and seconded by Board Member <u>Leggett</u>.</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 ● Christopher Gnaedig, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Julie Peters, Member -Yes ● Sarah Schemmer, Member - Yes
3Q)	<p>Consider and take action on College Bound Academy- Brookside Campus to serve grades pre-kindergarten through eighth grade.</p> <p>Rationale: The State Department of Education requires board approval for additional site codes and name changes.</p> <p>Discussion: None</p> <p>Motion to approve grades pre-kindergarten through eighth grade for the College Bound Academy- Brookside Campus was made by Board Member <u>Gnaedig</u> and seconded by Board Member <u>Peters</u>.</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 ● Christopher Gnaedig, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Julie Peters, Member -Yes

	<ul style="list-style-type: none"> • Sarah Schemmer, Member - Yes
3R)	<p>Consider and take action on College Bound Academy Purchase Orders #96, 97, 98, 99 and 100 with amendments to #53 and 91.</p> <p>Rationale: Routine Items</p> <p>Discussion: Amended to add PO #100 to add Xerox as we will be getting new copiers this month.</p> <p>Motion to approve College Bound Academy Purchase Orders #96, 97, 98, 99, 100 and amend #53 and 91 was made by Board Member <u>Leggett</u> and seconded by Board Member <u>Gnaedig</u>.</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 • Christopher Gnaedig, Member - Yes • Caleb Leggett, Member - Yes • Chris Mahnken, Member - Yes • Julie Peters, Member -Yes • Sarah Schemmer, Member - Yes
4)	Information Agenda
4a)	<p>a) Executive Updates</p> <p>i. District Updates</p> <p>1. Strategic Planning & Expansion of Grade Level Discussion</p> <p>Discussion: CBA had 100% staff retention at the Eastside campus. We have some open positions and continue to interview. Currently, we have 3 potential interviews for principal at Brookside campus.</p> <p>Enrollment is going well and we have made some modifications for open seats based on applications and space.</p>
4b)	<p>a) Finance Updates</p> <p>i. Financial Report for March 2023 prepared by Jenkins & Kemper, Certified Public Accountants</p>

	<p>Discussion: Review of March Financial Report presented in board packet. Finance working on cash flow projections as allocations for the Brookside campus will not be received until January.</p>
4c)	<p>c. Academic Updates i. Upcoming Events for End of Year</p> <p>Discussion: We are at the end of state testing and we project we will finish by Friday. MAP testing is coming up in May.</p> <p>Report card from SY22 was published; Home learning and attendance affected us because of quarantines and Covid. We plan to move forward with our pre-Covid attendance policies. We did see improvement in some academic areas and we are out-scoring our neighborhood schools.</p> <p>Going forward with the expansion to two campuses, each site will have their own report card but will go into one district for an overall grade.</p> <p>Upcoming events in May include: Teacher Appreciation, spelling bee, API celebration, Field Day, Promotions.</p> <p>Caleb Leggett left at 7:16 P.M.</p>
4d)	<p>b) Development Updates i) Grants & Donor Information</p> <p>Discussion: We received a \$450,000 expansion grant from Schustermann which we are very excited about. This will be paid out in three portions.</p> <p>We are still waiting on news about the CSP grant for pre-K.</p> <p>Our new website is coming at the end of May. Our URL will remain the same. CH site will redirect to the new site.</p>
4e)	c) Governance Updates

	Discussion: None
5)	Announcements: a. The next meeting of the Board will be held on May 23, 2023 at 5:30pm.
6)	Public Comments: None.
7)	New Business: None
8)	<p>Motion and Vote to Adjourn</p> <p>This concludes the business that came before the Board on April 25, 2023 and the motion to Adjourn the meeting was made by Board Member <u>Peters</u> and seconded by Board Member <u>Schemmer</u> at 7:27 P.M.</p> <p><i>The motion carried #5-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member - Yes ● Christopher Gnaedig, Member - Yes ● Chris Mahnken, Member - Yes ● Julie Peters, Member -Yes ● Sarah Schemmer, Member - Yes

The Agenda for the Regular Meeting on April 25, 2023 was posted on the website of College Bound Academy at 7:30 P.M. on April 20, 2023 by Elizabeth Carvajal, Family Engagement and Compliance. Notice of the meeting was filed with the Tulsa County Court Clerk at 3:00 P.M. on April 19, 2023.

The AMENDED Agenda for the Regular Meeting on April 25, 2023 was posted on the website of College Bound Academy at 9:30 A.M. on April 21, 2023 by Elizabeth Carvajal, Family Engagement and Compliance. Notice of the meeting was filed with the Tulsa County Court Clerk at 9:03 A.M. on April 21, 2023.

College Bound Academy BOARD OF EDUCATION

Elizabeth Carvajal, Minute Clerk

Date

Attest:

President, Andrew Witter

Date