



College Bound Academy BOARD MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
Tulsa Charter: College Bound Academy
May 23, 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 23 of May 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 5:41 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
- Julie Peters, Member
- Samantha Powell, Member

ABSENT MEMBERS OF THE BOARD:

- Sarah Schemmer, Member
- Elian Hurtado, Member
- Chris Mahnken, 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
- Haven Ferguson, Staff Member
- Savannah Whitlock, Staff Member
- Amy Reichmuth, Staff Member

PUBLIC:

- Sarah Fuller, Prospective Staff Member

<p><u>Roll Call:</u></p>	<p>The meeting was called to order at 5:41 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● Christopher Gnaedig, Member● Caleb Leggett, Member● Julie Peters, Member● Samantha Powell, Member
<p>1) Opening Exercises</p>	<p>Opening Exercises</p> <ul style="list-style-type: none">a. Welcomeb. 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● Julie Peters, Member● Samantha Powell, 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> <ul style="list-style-type: none">a. Meeting Agendab. Minutes: Regular Board Meeting - April 25, 2023c. Staff Report/Elections and Salary Adjustmentsd. Financial Report for April 2023 prepared by Jenks & Kemper, Certified Public Accountants.

	<p>Motion to approve the Consent Agenda was made by Board Member <u>Gnaedig</u> and seconded by Board Member <u>Legett</u>.</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 ● Caleb Leggett, Member - Yes ● Julie Peters, Member - Yes ● Samantha Powell, Member - Yes
<p>3) Action Agenda- Motion and vote on recommendations.</p>	
<p>3A)</p>	<p>Consider and take action on the amended school calendar for SY 24.</p> <p>Rationale: The calendar was specifically amended to correct an error with the previously approved calendar. Corrections included January 1st marked as no school for a holiday and start of quarter 4 was amended to begin on March 8 (previously March 25).</p> <p>Discussion: The fourth quarter was miscalculated as it was listed on a non-school day.</p> <p>Motion to approve the amended school calendar for SY 24 was made by Board Member <u>Peters</u> and seconded by Board Member <u>Powell</u>.</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 ● Caleb Leggett, Member - Yes ● Julie Peters, Member - Yes ● Samantha Powell, Member - Yes

<p>3B)</p>	<p>Consider and take action on a contract with Gakko Tech, LLC doing business as OK RSA.</p> <p>Rationale: OK RSA will provide software support for the Reading Sufficiency Act</p> <p>Cost: Not to exceed \$1950 annually for district services</p> <p>Discussion: We piloted the RSA software. There is an increase in price as it is no longer in pilot.</p> <p>Motion to approve the contract with Gakko Tech, LLC DBA OK RSA, was made by Board Member <u>Leggett</u> and seconded by Board Member <u>Gnaedig</u>.</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 ● Caleb Leggett, Member - Yes ● Julie Peters, Member - Yes ● Samantha Powell, Member - Yes
<p>3C)</p>	<p>Consider and take action on contract with Tulsa Public Schools Child Nutrition Services.</p> <p>Rationale: To provide meal services for the 2023-24 school year for the Eastside campus.</p> <p>Cost: Not to exceed \$500,000 for Eastside campus</p> <p>Discussion: TPS owns kitchen equipment and it makes the most financial sense to use TPS meal services.</p> <p>Motion to approve the contract with Tulsa Public Schools Child Nutrition Services for the Eastside campus, was made by Board Member <u>Gnaedig</u> and seconded by Board Member <u>Peters</u>.</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 ● Caleb Leggett, Member - Yes ● Julie Peters, Member - Yes ● Samantha Powell, Member - Yes

<p>3D)</p>	<p>Consider and take action on contract with Tulsa Public Schools Child Nutrition Services.</p> <p>Rationale: To provide meal services for the 2023-24 school year for the Brookside campus.</p> <p>Cost: not to exceed \$500,000 for Brookside campus</p> <p>Discussion: USDA sets pricing for this.</p> <p>Motion to approve the contract with Tulsa Public Schools Child Nutrition Services for the Brookside campus, was made by Board Member <u>Peters</u> and seconded by Board Member <u>Leggett</u>.</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 ● Caleb Leggett, Member - Yes ● Julie Peters, Member - Yes ● Samantha Powell, Member - Yes
<p>3E)</p>	<p>Consider and take action on a contract with Kellogg and Sovereign Consulting LLC.</p> <p>Rationale: To prepare necessary documents for College Bound Academy's E-rate applications for internet and network services.</p> <p>Cost: Not to exceed \$6,000 for district services</p> <p>Discussion: This is for continuation of internet services that are provided for e-rate. This contract includes clarification of the C1 and C2 categories that the board had questions on previously.</p> <p>Motion to approve the contract with Kellogg and Sovereign Consulting, LLC was made by Board Member <u>Gnaedig</u> and seconded by Board Member <u>Peters</u>.</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

	<ul style="list-style-type: none"> ● Caleb Leggett, Member - Yes ● Julie Peters, Member - Yes ● Samantha Powell, Member - Yes
3F)	<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>C1 represents Category 1: Telecommunications & Broadband Services</p> <p>C2 represents Category 2: Internal Broadband Connections, MIBS, & Maintenance</p> <p>Cost: Not to exceed \$7,249 for services at College Bound Academy- Eastside Campus</p> <p>Discussion: This specifically authorizes the filing of the form.</p> <p>Motion to approve on the Resolution for Schools and Libraries Universal Services (E-Rate) was made by Board Member Gnaedig and seconded by Board Member <u>Leggett</u>.</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 ● Caleb Leggett, Member - Yes ● Julie Peters, Member - Yes ● Samantha Powell, Member - Yes
3G)	<p>Consider and take action on the contract with Oklahoma Consulting and Accounting Services, LLC.</p> <p>Rationale: To provide accounts payable, payroll, treasurer, and federal program services to College Bound Academy for the 2023-24 school year.</p> <p>Cost: Not to exceed \$37,800 for district services</p>

	<p>Discussion: This is a continuing contract with accountants without a price change from last year.</p> <p>Motion to approve the contract with Oklahoma Consulting and Accounting Services, LLC, was made by Board Member <u>Leggett</u> and seconded by Board Member <u>Peters</u>.</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 ● Caleb Leggett, Member - Yes ● Julie Peters, Member - Yes ● Samantha Powell, Member - Yes
3H)	<p>Consider and take action on the contract with Jenkins and Associates.</p> <p>Rationale: To provide services to prepare the federal and state tax returns for 2022-23.</p> <p>Cost: Not to exceed \$750 for district services</p> <p>Discussion: Clarification that this contract is to file the taxes for the 2022-2023 SY.</p> <p>Motion to approve on the contract with Jenkins and Associates was made by Board Member <u>Peters</u> and seconded by Board Member <u>Leggett</u>.</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 ● Caleb Leggett, Member - Yes ● Julie Peters, Member - Yes ● Samantha Powell, Member - Yes
3I)	<p>Consider and take action on the continued contract with Community Care Employee Assistance Program.</p> <p>Rationale: To provide employee assistance to all employees of College Bound Academy.</p>

	<p>Cost: \$0.87 per month per employee for both campuses</p> <p>Discussion: Price per month per employee has decreased because we have more employees in SY24.</p> <p>Motion to approve on the continued contract with Community Care Employee Assistance Program was made by Board Member <u>Powell</u> and seconded by Board Member <u>Leggett</u>.</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 ● Caleb Leggett, Member - Yes ● Julie Peters, Member - Yes ● Samantha Powell, Member - Yes
3J)	<p>Consider and take action on the contract with OSSBA Employment Service.</p> <p>Rationale: OSSBA provides the following employment related services:</p> <ol style="list-style-type: none"> 1. Providing complete legal representation by an Oklahoma licensed attorney in all aspects of the unemployment claims process before the Oklahoma Employment Security Commission (hereafter “OESC”); 2. Auditing the payment of all unemployment claims to ensure the minimum is paid and any overpayments are recovered; 3. Providing quarterly reports of unemployment claims and amounts paid by the OESC to Claimants on the School’s behalf; 4. Providing up-to-date Legislative and Administrative Law Updates to keep the School informed of changes that affect unemployment claims and costs; and 5. Providing opportunities for employment training and information. <p>Cost: Not to exceed \$663.00 for district services</p>

	<p>Discussion: Oklahoma State School Board Association assists and represents us with unemployment claims. The total annual fee increased slightly.</p> <p>Motion to approve the contract with OSSBA Employment Service was made by Board Member <u>Gnaedig</u> and seconded by Board Member <u>Leggett</u>.</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 ● Caleb Leggett, Member - Yes ● Julie Peters, Member - Yes ● Samantha Powell, Member - Yes
3K)	<p>Consider and take action on the continued membership contract with OSSBA.</p> <p>Rationale: To provide support and resources to College Bound Academy for the 2023-24 school year that includes but is not limited to on-demand access to leadership, legal, communications, policy expertise, and learning opportunities.</p> <p>Cost: \$1500.00 for district services</p> <p>Discussion: This contract is presented to the board yearly.</p> <p>Motion to approve the continued membership contract with OSSBA was made by Board Member <u>Powell</u> and seconded by Board Member <u>Gnaedig</u>.</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 ● Caleb Leggett, Member - Yes ● Julie Peters, Member - Yes ● Samantha Powell, Member - Yes
3L)	<p>Consider and take action on a Bill of Sale with Collegiate Hall.</p>

	<p>Rationale: To purchase assets from a closing charter school, Collegiate Hall, for use at College Bound Academy- Brookside and Eastside campuses.</p> <p>Cost: Not to exceed \$5000</p> <p>Discussion: Lawyers and TPS have advised us that we need to purchase assets from Collegiate Hall that were originally purchased with federal funding or state funds. This pricing is based on garage sale prices. Collegiate Hall will vote on this as well at their Thursday, May 25, board meeting.</p> <p>Motion to approve the Bill of Sale with Collegiate Hall was made by Board Member <u>Gnaedig</u> and seconded by Board Member <u>Leggett</u>.</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 ● Caleb Leggett, Member - Yes ● Julie Peters, Member - Yes ● Samantha Powell, Member - Yes
3M)	<p>Consider and take action on College Bound Academy Purchase Orders #100-111 with amendments to #15, 21, 31, 53 and 68.</p> <p>Rationale: Routine Items</p> <p>Discussion: \$900,000 grant was approved from CSP which will be used for pre-K exclusively. Many of these purchase orders will be reimbursed once we receive the grant funds.</p> <p>Motion to approve College Bound Academy Purchase Orders #100-111 with amendments to #15, 21, 31, 53 and 68 was made by Board Member <u>Leggett</u> and seconded by Board Member <u>Peters</u>.</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 ● Caleb Leggett, Member - Yes

	<ul style="list-style-type: none"> ● Julie Peters, Member - Yes ● Samantha Powell, Member - Yes
4)	Information Agenda
4A)	<p>a) Executive Updates</p> <p>i. District Updates</p> <ol style="list-style-type: none"> 1. Brookside Principal- Haven Ferguson 2. Middle School Handbook Addendum 3. Luxa HR Consulting Contract 4. Strategic Planning & Expansion of Grade Level Discussion <p>Discussion:</p> <p>1 & 2: Mrs. Ferguson will be the principal at Brookside starting SY24. Mrs. Ferguson created an addendum for the student handbook which includes recommendations from other middle schools. Please review the addendum and it will be presented for vote at the next board meeting.</p> <p>3: Luxa HR is used by many non-profits and only charges if services are used. We anticipate voting on this in a future board meeting so it can start being used in July if approved.</p> <p>4: Review of enrollment numbers and staffing for each campus. We are confident that we will be fully enrolled and hired for the start of the school year.</p>
4B)	<p>b) Finance Updates</p> <p>i. Financial Report for April 2023 prepared by Jenkins & Kemper, Certified Public Accountants</p> <p>Discussion: Review of Financial Report.</p> <p>We are working on cash flow and will be sending out an update to the board with options on various financial bank options. We will receive allocations in January and our fund balance is expected to be replenished.</p>
4C)	c) Academic Updates

	<p>i. End of Year Update</p> <p>Discussion: NWEA growth was reviewed. Adopting a new math curriculum increased our percentages and we also project increases in language English Language Arts next year as we are getting a new curriculum for language arts.</p> <p>RSA results were reviewed. We've had higher proficiency and a few scholars moved off of ELL.</p> <p>Recent events: Wax museum for 3rd grade, 1st grade did book reports, field day for the whole school, and 4th grade went to Rose Hill. We've partnered with Dream Center for soccer this year. Promotions for K and 4th are tomorrow and it is also the last day of school.</p>
4D)	<p>d) Development Updates</p> <p>i) Grants & Donor Information</p> <p>Discussion: GKFF has approved us for a \$200,000 grant and CSP grant for \$900,000 specifically for the Pre-K expansion.</p>
4E)	<p>e) Governance Updates</p> <p>Discussion: We met with a new board candidate who is a doctor and will be recommended for a board vote in the coming months.</p>
5)	<p>Announcements:</p> <p>a. The next meeting of the Board will be held on June 13, 2023 at 5:30pm.</p>
6)	<p>Public Comments: None.</p>
7)	<p>New Business: None</p>
8)	<p>Motion and Vote to Adjourn</p>

	<p>This concludes the business that came before the Board on May 23, 2023 and the motion to Adjourn the meeting was made by Board Member <u>Peters</u> and seconded by Board Member <u>Leggett</u> at 6:41 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 ● Caleb Leggett, Member - Yes ● Julie Peters, Member - Yes ● Samantha Powell, Member - Yes
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The Agenda for the Regular Meeting on May 23, 2023 was posted on the website of College Bound Academy at 7:21 A.M. on May 19, 2023 by Elizabeth Carvajal, Family Engagement and Compliance. Notice of the meeting was filed with the Tulsa County Court Clerk at 10:47 A.M. on May 18, 2023.

College Bound Academy BOARD OF EDUCATION

Elizabeth Carvajal, Minute Clerk

Date

Attest:

President, Andrew Witter

Date