



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

Tulsa Charter: College Bound Academy
June 13, 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 13 of June 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 5:43 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
- Elian Hurtado, Member
- Caleb Leggett, Member
- Chris Mahnken, Member
- Sarah Schemmer, Member

ABSENT MEMBERS OF THE BOARD:

- Samantha Powell, Member
- Julie Peters, 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

<p>Roll Call:</p>	<p>The meeting was called to order at 5:43 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 ● Elian Hurtado, Member ● Caleb Leggett, Member ● Sarah Schemmer, 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 ● Christopher Gnaedig, Member ● Elian Hurtado, Member ● Caleb Leggett, 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"> a. Meeting Agenda b. Minutes: Regular Board Meeting - May 23, 2023 c. Staff Report/Elections and Salary Adjustments d. Financial Report for May 2023 prepared by Jenks & Kemper, Certified Public Accountants. <p>Motion to approve the Consent Agenda was made by Board Member <u>Hurtado</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 ● Elian Hurtado, Member - Yes ● Caleb Leggett, 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 contract with 3 M Psychometric Services for SY 2023-24. Rationale: To provide psychometry services needed to evaluate students for services such as special education.</p> <p>Cost: \$50,000 for district psychometric services</p> <p>Discussion: This is our current psychometrist providing identification for students with disabilities across both districts.</p> <p>Motion to approve the contract with 3 M Psychometric Services for Sy 23-24 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 ● Elian Hurtado, Member - Yes ● Caleb Leggett, Member - Yes ● Sarah Schemmer, Member -Yes

<p>3B)</p>	<p>Consider and take action on continuing a contract with EAS Consulting.</p> <p>Rationale: To provide consulting services regarding federal programs and compliance paperwork for the 2023-24 school year.</p> <p>Cost: \$18,000 for district services.</p> <p>Discussion: Continued contract at same rate covering two districts. CORRECTION as contract is for the 2023-24 SY.</p> <p>Motion to approve the continuing contract with EAS Consulting for 23-23 SY, was made by Board Member <u>Schemmer</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 ● Elian Hurtado, Member - Yes ● Caleb Leggett, Member - Yes ● Sarah Schemmer, Member - Yes
<p>3C)</p>	<p>Consider and take action on contract with Mariner, LLC d/b/a Mariner Wealth Advisors.</p> <p>Rationale: To provide consulting services and perform analysis to determine eligibility for Employee Retention Credit for year 2020 and 2021 and amend payroll returns for years affected as needed.</p> <p>Cost: \$71,250.</p> <p>Discussion: We chose this company as it charges a flat fee versus.</p> <p>Motion to approve the contract with Mariner, LLC d/b/a Mariner Wealth Advisors, was made by Board Member <u>Gnaedig</u> and seconded by Board Member <u>Schemmer</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 ● Elian Hurtado, Member - Yes ● Caleb Leggett, Member - Yes ● Sarah Schemmer, Member -Yes
3D)	<p>Consider and take action on Daisy Salgado-Garay as incoming Board Minute Clerk for College Bound Academy, Inc.</p> <p>Discussion: None</p> <p>Motion to approve Daisy Salgado-Garay as incoming Board Minute Clerk for College Bound Academy, Inc. 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 ● Elian Hurtado, Member - Yes ● Caleb Leggett, Member - Yes ● Sarah Schemmer, Member -Yes
3E)	<p>Consider and take action on Johanna Potts as incoming Deputy Board Clerk for College Bound Academy, Inc.</p> <p>Discussion: None</p> <p>Motion to approve Johanna Potts as incoming Deputy Board Clerk for College Bound Academy, Inc. was made by Board Member <u>Hurtado</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 ● Elian Hurtado, Member - Yes ● Caleb Leggett, Member - Yes ● Sarah Schemmer, Member -Yes

<p>3F)</p>	<p>Consider and take action on lease agreement with Tulsa Public Schools for building rent, general maintenance, custodial services, and groundskeeping for Eastside campus</p> <p>Rationale: For rental of property located at 2525 S 101st East Ave, Tulsa OK, 74129 for the 2023-24 school year. This is an annual renewal of our lease.</p> <p>Cost: Building Rental: \$123,570.00 annually General Maintenance: \$12,357.00 annually Custodial Services: \$114,406.24 annually Groundskeeping: \$4,601.16 annually</p> <p>Discussion: This is an increase in cost as custodial personnel received a raise.</p> <p>Chris Mahnken entered at 5:57 P.M.</p> <p>Motion to approve the lease agreement with Tulsa Public Schools for the Eastside Campus 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 ● Elian Hurtado, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Sarah Schemmer, Member - Yes
<p>3G)</p>	<p>Consider and take action on lease agreement with Tulsa Public Schools for building rent, general maintenance, custodial services, and groundskeeping for Brookside campus</p> <p>Rationale: For rental of property located at 1110 E 45th Pl, Tulsa OK, 74105 for the 2023-24 school year.</p>

	<p>Cost: Building Rental: \$214,993.44 annually General Maintenance: \$17,916.12 annually Custodial Services: \$130,430.36 annually Groundskeeping: \$5,112.41 annually</p> <p>Discussion: Per TPS, a combination of factors, including square footage and student count goes towards calculating cost for services.</p> <p>Motion to approve the least agreement with Tulsa Public Schools for the Brookside Campus 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 ● Elian Hurtado, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Sarah Schemmer, Member - Yes
3H)	<p>Consider and take action on the contract with Oklahoma Schools Insurance Group (OSIG) for the 2023-24 school year.</p> <p>Rationale: To provide College Bound Academy, Inc. with risk and liability insurance.</p> <p>Cost: Not to exceed \$38,000</p> <p>Discussion: This is risk and liability insurance covering both campuses.</p> <p>Motion to approve the contract with Oklahoma Insurance Group (OSIG) was made by Board Member <u>Hurtado</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 ● Elian Hurtado, Member - Yes

	<ul style="list-style-type: none"> ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Sarah Schemmer, Member -Yes
3I)	<p>Consider and take action on the contract with Luxa.</p> <p>Rationale: To provide Human Resource services for College Bound Academy Inc. for the 2023-24 school year.</p> <p>Cost: \$90.00 per hour billed monthly for the district</p> <p>Discussion: Collegiate Hall currently uses this company. If Luxa is not engaged for any HR concerns or assistance, we would not be billed.</p> <p>Motion to approve the contract with Luxa 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 ● Elian Hurtado, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Sarah Schemmer, Member -Yes
3J)	<p>Consider and take action on contract with Xerox XBS</p> <p>Rationale: To provide copier and printing services for the Brookside campus</p> <p>Cost: \$1537.40 per month for Brookside campus</p> <p>Discussion: This is specifically for the Brookside campus where we will have new copiers.</p> <p>Motion to approve the contract with Xerox XBS 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 ● Elian Hurtado, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Sarah Schemmer, Member -Yes
3K)	<p>Consider and take action to approve the July 1, 2023, capacity data for out of district transfers to comport with requirements of Senate Bill 783.</p> <p>Rationale: Senate Bill 783 requires each school district to determine the criteria to be used in determining grade capacity for each school site. Each school site’s capacity shall be approved by the board of education prior to the first day of January, April, July and October of each school year.</p> <p>Discussion: This is our quarterly annual report.</p> <p>Motion to approve the July 1, 2023 capacity data for out of district transfers was made by Board Member Gnaedig 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 ● Elian Hurtado, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Sarah Schemmer, Member -Yes
3L)	<p>Consider and take action on the contract with NWEA for the 2023-24 school year.</p> <p>Rationale: To provide College Bound Academy, Inc. with nationally normed standardized testing (MAP).</p> <p>Cost: \$12,740.00 for district services</p>

	<p>Discussion: This contract includes licenses for 980 students.</p> <p>Motion to approve the contract with NWEA for the 23-24 school year 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 ● Elian Hurtado, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Sarah Schemmer, Member - Yes
3M)	<p>Consider and take action on contract with Teaching Strategies for the 2023-24 school year.</p> <p>Rationale: To provide College Bound Academy Inc. pre-school curriculum and professional development services.</p> <p>Cost: \$22,947.39 for district services</p> <p>Discussion: We anticipate that this will be refunded by our CSP grant.</p> <p>Motion to approve the contract with Teaching Strategies for the 23-24 school year was made by Board Member <u>Hurtado</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 ● Elian Hurtado, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Sarah Schemmer, Member - Yes
3N)	<p>Consider and take action on the 2023-24 College Bound Academy Student Handbook Middle School Addendum.</p>

	<p>Rationale: An addendum was added to the handbook specific to the middle school scholars at the Brookside campus which covers cell phones use, ID badges, lockers, and supplies.</p> <p>Discussion: This is what was provided as information at the last board meeting.</p> <p>Motion to approve the 2023-24 College Bound Academy Student Handbook Middle School Addendum was made by Board Member <u>Mahnken</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 ● Elian Hurtado, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Sarah Schemmer, Member -Yes
30)	<p>Consider and take action on College Bound Academy Purchase Orders #112-131 with amendments to #24, 31, 53, 68, and 69.</p> <p>Rationale: Routine Items</p> <p>Discussion: This includes a reimbursement for drug testing and background checks for new Collegiate Hall employees. On the Simon Advertising PO we expect to be refunded through the CSP grant.</p> <p>Motion to approve Purchase Orders #112-131 with amendments to #24, 31, 53, 68, and 69, 86 and 108 was made by Board Member <u>Gnaedig</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 ● Elian Hurtado, Member - Yes ● Caleb Leggett, Member - Yes

	<ul style="list-style-type: none"> ● Chris Mahnken, Member - Yes ● Sarah Schemmer, Member -Yes
3P)	<p>Consider and take action on College Bound Academy, Inc. Purchase Orders for FY24, numbers 1-59</p> <p>Rationale: This is the vendor list based off of the new budget.</p> <p>Discussion: These are based on last year’s purchase orders and vendors who we expect to work with this coming school year. As we have more contracts come in, we will update these purchase order amounts.</p> <p>Motion to approve Purchase Orders for FY24, numbers 1-59 was made by Board Member <u>Gnaedig</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 ● Elian Hurtado, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Sarah Schemmer, Member -Yes
3Q)	<p>Possible 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 III. Discussion and possible action regarding the matters discussed in Executive Session. <p>Motion to convene into Executive Session was made by Board member <u>Gnaedig</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

	<ul style="list-style-type: none"> ● Christopher Gnaedig, Member - Yes ● Elian Hurtado, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Sarah Schemmer, Member - Yes <p>Andrew Witter, President, announced that the board entered into Executive Session at 6:29 P.M. to discuss the annual review of Executive Director and possible merit raise pursuant to 25 O.S. § 307(B)(1).</p> <p>No action was taken by the Board of Education.</p> <p>Motion to acknowledge return to Open Session was made by Board Member <u>Mahnken</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 ● Elian Hurtado, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes ● Sarah Schemmer, Member - Yes
4)	Information Agenda
4A)	<p>Executive Updates</p> <p>i. District Updates</p> <ol style="list-style-type: none"> 1. District Enrollment 2. Hiring Updates 3. Teacher Pay Raise Update 4. Maternity Leave Update <p>Discussion:</p> <p>We are experiencing changes in enrollment with families who did not opt in or out but have decided to stay with us. With hiring, we have a diverse group of hires and anticipate being filled by the end of the week. Teacher Pay Raise Update does not apply to charter schools, however, we have drafted a rough scale for CBA based on whether the teacher is certified or not and their years of experience. Feedback from the board</p>

	<p>is appreciated and we expect for this item to be up for vote in July. For Maternity Leave, a Senate Bill passed in late May that provides pay for a full 6 weeks for teachers and CBA would be reimbursed. CBA's Family Policy will need to be updated. A draft will be presented at the next board meeting.</p>
4B)	<p>Finance Updates</p> <p>i. Financial Report for May 2023 prepared by Jenkins & Kemper, Certified Public Accountants</p> <p>Discussion: The May 2023 Financial Report was reviewed. Cash Flow is expected to dip September through January as we receive our funding allocation in January. We will continue to work on covering this gap via a line of credit and grants.</p> <p>Sarah Schemmer exited at 7:16 P.M.</p>
4C)	<p>Development Updates</p> <p>i. Grants & Donor Information</p> <p>1. Write-On Fundraising Proposal</p> <p>Discussion: We anticipate increasing capacity through Write-On as we will have multiple grant writers at our disposal. They will gather all of our information such as test scores, budget, etc. during the first few months to use in future grants. This will likely be a year contract.</p>
4D)	<p>Governance Updates</p> <p>Discussion: None</p>
5)	<p>Announcements:</p> <p>a. The next meeting of the Board will be held on July 25, 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 June 13, 2023 and the motion to Adjourn the meeting was made by Board Member <u>Gnaedig</u> and seconded by Board Member <u>Leggett</u> at 7:25 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 ● Elian Hurtado, Member - Yes ● Caleb Leggett, Member - Yes ● Chris Mahnken, Member - Yes
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The Agenda for the Regular Meeting on June 13, 2023 was posted on the website of College Bound Academy at 1:50 P.M. on June 8, 2023 by Elizabeth Carvajal, Family Engagement and Compliance. Notice of the meeting was filed with the Tulsa County Court Clerk at 1:46 P.M. on June 8, 2023.

College Bound Academy BOARD OF EDUCATION


 Elizabeth Carvajal, Minute Clerk

7/27/2023
 Date

Attest:


 President, Andrew Witter

7/27/2023
 Date