



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

Tulsa Charter: College Bound Academy  
August 22, 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 5:30P.M. on the August 22nd, 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 5:38 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:**

- Samantha Powell, Member
- Elian Hurtado, Member

### **STAFF MEMBERS:**

- Daisy Salgado-Garay, Board Clerk and Non-Member
- Andrea Warren, Executive Director; CFO, Non-Member, Advisory
- Olivia Ehle, Staff Member
- Robin Peterson, Staff Member
- Thomas Golden
- Amy Reichmuth
- Savannah Whitlock
- Haven Ferguson
- Silvia Turmero

### **PUBLIC:**

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<p><b><u>Roll Call:</u></b></p>	<p>Call to order at 5:38 and on <b>Roll Call</b> the following were present:</p> <p>The meeting was called to order at 5:38 P.M by Mr. Andrew Witter president.</p> <p><b>Present:</b></p> <ul style="list-style-type: none"> <li>● Andrew Witter, President, Member</li> <li>● Christopher Gnaedig, Member</li> <li>● Caleb Leggett, Member</li> <li>● Chris Mahnken, Member</li> <li>● Julie Peters, Member</li> <li>● Sarah Schemmer, Member</li> </ul>
<p>Item 1) Opening Exercises</p>	<p>I. Opening Exercises</p> <ol style="list-style-type: none"> <li>a. Welcome</li> <li>b. Call the meeting to order and confirm that a quorum of the board is present.</li> </ol> <p>Quorum is present:</p> <ul style="list-style-type: none"> <li>● Andrew Witter, President, Member</li> <li>● Christopher Gnaedig, Member</li> <li>● Caleb Leggett, Member</li> <li>● Chris Mahnken, Member</li> <li>● Julie Peters, Member</li> <li>● Sarah Schemmer, Member</li> </ul>
<p>Item 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"> <li>a. Meeting Agenda</li> <li>b. Minutes: Special Board Meeting- July 27, 2023</li> <li>c. Staff Report- August 2023</li> </ol>

	<p>d. Financial Report for July 2023 prepared by Jenkins &amp; Kemper, Certified Public Accountants</p> <p>Motion to approve <b>the Consent Agenda</b> was made by Board Member <u>Caleb Legget</u> and seconded by Board Member <u>Sarah Schemmer</u>.</p> <p><i>The motion carried 6-0 with the following votes:</i></p> <ul style="list-style-type: none"> <li>● Andrew Witter, President, Member- yes</li> <li>● Christopher Gnaedig, Member - yes</li> <li>● Caleb Leggett, Member- yes</li> <li>● Chris Mahnken, Member- yes</li> <li>● Julie Peters, Member - yes</li> <li>● Sarah Schemmer, Member- yes</li> </ul>
<p>Item 3) Action Agenda- Motion and vote on recommendations.</p>	
<p>3A)</p>	<p>Consider and take action on the FY24 Estimate of Needs.</p> <p>Rationale: Each year as part of the process of creating a budget, each school district in Oklahoma creates an “estimate of needs,” an itemized estimate of proposed expenditures and anticipated revenues. A summary of the estimate of needs is printed in a local newspaper, and the full estimate of needs is presented to the county excise board after it has been approved by the College Bound Academy board. The estimate of needs is prepared by Jenkins &amp; Kemper, Certified Public Accountants, P.C.</p> <p>Discussion: Anticipating 11-12 million dollars as the actual budget, some changes may be coming, this is a safer estimate. It is based on the previous school’s yearly cost, however, they had less student’s.</p> <p>Motion to approve the FY24 Estimate of Needs was made by Board Member <u>Sarah Schemmer</u> and seconded by Board Member <u>Chris Mahnken</u>.</p> <p><i>The motion carried #-0 with the following votes:</i></p> <ul style="list-style-type: none"> <li>● Andrew Witter, President, Member- yes</li> <li>● Christopher Gnaedig, Member - yes</li> <li>● Caleb Leggett, Member- yes</li> <li>● Chris Mahnken, Member- yes</li> </ul>

	<ul style="list-style-type: none"> <li>● Julie Peters, Member - yes</li> <li>● Sarah Schemmer, Member- yes</li> </ul>
3B)	<p>Consider and take action on the FY24 College Bound Academy Budget.</p> <p>Rationale: To approve the 2023-24 budget, salaries, and a tentative list of vendors.</p> <p>Discussion: It's the same budget already approved in the renewal packet, now submitted on its own. No changes since it was presented during expansion</p> <p>Motion to approve the FY24 College Bound Academy Budget was made by Board Member <u>Caleb Leggett</u> and seconded by Board Member <u>Sarah Schemmer</u>  <i>The motion carried 6-0 with the following votes:</i></p> <ul style="list-style-type: none"> <li>● Andrew Witter, President, Member- yes</li> <li>● Christopher Gnaedig, Member - yes</li> <li>● Caleb Leggett, Member- yes</li> <li>● Chris Mahnken, Member- yes</li> <li>● Julie Peters, Member - yes</li> <li>● Sarah Schemmer, Member- yes</li> </ul>
3C)	<p>Consider and take action on a loan from Grand Bank</p> <p>Rationale: Currently, our FY24 funding is based on October 1, 2022 student counts. Due to our rapid expansion of students and staff, we are seeking a loan in the amount of \$750,000 that will help fill the funding gap until the mid-year adjustments occur in early 2024.</p> <p>Cost: Documentation Fee of \$495; 7.00% interest</p> <p>Discussion: Several offers have been looked at, Grand Bank is the better option. Grand bank will give us 10k to help with interest cost, even if the line of credit is not used. This is a just in case line of credit. It is based on our treasury as collateral</p> <p>Motion to approve a loan from Grand Bank was made by Board Member <u>Chris Mahnken</u> and seconded by Board Member <u>Christopher Gnaedig</u>.  <i>The motion carried 5-1 abstained with the following votes:</i></p> <ul style="list-style-type: none"> <li>● Andrew Witter, President, Member- Abstained</li> </ul>

	<ul style="list-style-type: none"> <li>● Christopher Gnaedig, Member - yes</li> <li>● Caleb Leggett, Member- yes</li> <li>● Chris Mahnken, Member- yes</li> <li>● Julie Peters, Member - yes</li> <li>● Sarah Schemmer, Member- yes</li> </ul>
3D)	<p>Consider and take action on an additional one year term for Andrew Witter, board chair.</p> <p>Discussion: 3 year term is coming to an end.</p> <p>Motion to approve additional one year term for Andrew Witter, board chair.  was made by Board Member <u>Chris Mahnken</u> and seconded by Board Member <u>Julie Peters</u>.  <i>The motion carried 5-1 Abstained with the following votes:</i></p> <ul style="list-style-type: none"> <li>● Andrew Witter, President, Member - Abstained</li> <li>● Christopher Gnaedig, Member</li> <li>● Caleb Leggett, Member</li> <li>● Chris Mahnken, Member</li> <li>● Julie Peters, Member</li> <li>● Sarah Schemmer, Member</li> </ul>
3E)	<p>Consider and take action on the 918Fund Grant Agreement.</p> <p>Rationale: To provide select employees the opportunity to participate in various trainings and/or provide assistance in obtaining certifications and degrees.</p> <p>Cost: None. The grant program will reimburse CBA half of the salary and benefits for two intern teachers and two rising leaders.</p> <p>Discussion: This is for raising teachers, raising ops, raising superintendents. Anticipate about 106k, intern teachers may get 2 years of education paid for. And some certification costs could be paid for as well.</p> <p>Motion to approve the 918Fund Grant Agreement.  was made by Board Member <u>Sarah Schemmer</u> and seconded by Board Member <u>Caleb Leggett</u>.  <i>The motion carried 6-0 with the following votes:</i></p> <ul style="list-style-type: none"> <li>● Andrew Witter, President, Member- yes</li> <li>● Christopher Gnaedig, Member - yes</li> </ul>


	<ul style="list-style-type: none"> <li>● Caleb Leggett, Member- yes</li> <li>● Chris Mahnken, Member- yes</li> <li>● Julie Peters, Member - yes</li> <li>● Sarah Schemmer, Member- yes</li> </ul>
3F)	<p>Consider and take action on College Bound Academy Purchase Orders #69-75 with amendments to 43, 62 and 63.</p> <p>Discussion: Increased amounts for apple and lakeshore. CSP is most likely to refund this expense used for pre-k expansion at this site. Must be invoiced and received by sept 15.</p> <p>Motion to approve the College Bound Academy Purchase Orders #69-76 with amendments to 62 and 63 was made by Board Member <u>Christopher Gnaedig</u> and seconded by Board Member <u>Chris Mahken</u>.</p> <p><i>The motion carried 6-0 with the following votes:</i></p> <ul style="list-style-type: none"> <li>● Andrew Witter, President, Member- yes</li> <li>● Christopher Gnaedig, Member - yes</li> <li>● Caleb Leggett, Member- yes</li> <li>● Chris Mahnken, Member- yes</li> <li>● Julie Peters, Member - yes</li> <li>● Sarah Schemmer, Member- yes</li> </ul>
Item 4	
4A	<p>Executive Updates:</p> <p>District Updates</p> <ol style="list-style-type: none"> <li>1. Board Meetings for 2024- Input Needed on Time/Date/Location</li> <li>2. Hiring Updates</li> <li>3. Enrollment Updates</li> <li>4. Beginning of School Year Updates</li> </ol> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. Next month, the schedule for 2024 board meetings will be sent to the court clerk, possibly changing to a Lunch meeting once a quarter.</li> <li>2. One Full time position on both campuses, music at Eastside &amp; 4th grade at Brookside. A split (.5 at Eastside &amp; .5 time at Brookside) special education teacher is being looked for about 70 IEP students who were enrolled or re-enrolled, there is an increase in students who need support.</li> </ol>

	<p>3. Eastside is currently at 517 enrolled seats, there are 7 seats available. Brookside has currently 371 enrolled students, 360 coming and attending daily. At Brookside the numbers continue to change based on enrollment and dropped scholars.</p> <p>4. Bus accident last week, minor injuries, police indicated car did not follow traffic laws.</p>
4B	Finance Updates- Accreditation rules have changed, some policies will be implemented and voted for in September since they need to be implemented by Oct 1st.
4C	Development Updates- New grants coming next month. Looking for land leads
4D	<p>Governance Updates- 2 prospective board members, waiting to confirm interest.</p> <ul style="list-style-type: none"> <li>● <b>Chris Mahnken exited meeting at 6:32</b></li> </ul>
Item 5	<p>I. Announcements</p> <p>Discussion: The next meeting of the Board will be held on September 19, 2023 at 5:30pm.</p>
Item 6	Public Comments: None
Item 7	New Business: None
Item 8	<p>I. Motion and Vote to Adjourn</p> <p>This concludes the business that came before the Board on August 22, 2023 and the <b>motion to Adjourn the meeting</b> was made by Board Member <u>Caleb Leggett</u> and seconded by Board Member <u>Julie Peters</u> at 6:40 P.M.</p> <p><i>The motion carried 6-0 with the following votes:</i></p> <ul style="list-style-type: none"> <li>● Andrew Witter, President, Member- yes</li> <li>● Christopher Gnaedig, Member - yes</li> <li>● Caleb Leggett, Member- yes</li> <li>● Chris Mahnken, Member- yes</li> <li>● Julie Peters, Member - yes</li> <li>● Sarah Schemmer, Member- yes</li> </ul>

The Agenda for the Regular Meeting on August 22, 2023 was posted on the website of College Bound Academy at 11:21 AM on August 18, 2023 by Daisy Salgado-Garay, College Bound Academy- Office Manager. Notice of the meeting was filed with the Tulsa County Court Clerk at 3:08 pm on August 16, 2023.

The AMENDED Agenda for the Regular Meeting on August 22, 2023 was posted on the website of College Bound Academy at 12:55 PM on August 21, 2023 by Daisy Salgado-Garay, College Bound Academy- Office Manager. Notice of the meeting was filed with the Tulsa County Court Clerk at 12:27 pm on August 21, 2023.

College Bound Academy BOARD OF EDUCATION

  
Daisy Salgado-Garay, Minute Clerk

10/3/23  
Date

Attest:

  
Andrew Witter, Board President

10/3/23  
Date