



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

Tulsa Charter: College Bound Academy  
October 3, 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 October 3, 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 pm 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

### **ABSENT MEMBERS OF THE BOARD:**

- Sarah Schemmer, Member
- Samantha Powell, Member
- Julie Peters, Member

### **STAFF MEMBERS:**

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

**PUBLIC:** None

<p><b><u>Roll Call:</u></b></p>	<p>Call to order at 5:41 and on <b>Roll Call</b> the following were present:</p> <p>The meeting was called to order at 5:41 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>● Elian Hurtado, Member</li> <li>● Caleb Leggett, Member</li> <li>● Chris Mahnken, 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>● Elian Hurtado, Member</li> <li>● Caleb Leggett, Member</li> <li>● Chris Mahnken, 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:</li> </ol> <p>Motion to approve <b>the Consent Agenda</b> was made by Board Member <u>Christopher Gnaedig</u> and seconded by Board Member <u>Chris Mahnken</u>.</p> <p><i>The motion carried 5-0 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>● Elian Hurtado, Member- Yes</li> <li>● Caleb Leggett, Member- Yes</li> <li>● Chris Mahnken, Member- Yes</li> </ul>

<p>Item 3) Action Agenda- Motion and vote on recommendations.</p>	
<p>3A)</p>	<p>Consider and take action on universal free breakfast and lunch for all College Bound Academy scholars regardless of free and reduced lunch status. Rationale: To provide nutritional meals for all scholars at CBA.</p> <p>Cost: Approximately \$100,000 to the district based on FY23 expenses at CBA-Eastside which totaled \$49,640.67.</p> <p>Discussion: 92% of total students qualify for free or reduced lunch for both campuses, Cost Estimate is around \$95,000 College Bound Academy has approved Universal free breakfast and lunch since 2017.</p> <p>Motion to approve universal free breakfast and lunch for all College Bound Academy scholars regardless of free and reduced lunch status. was made by Board Member <u>Christopher Mahnken</u> and seconded by Board Member <u>Elian Hurtado</u>.</p> <p><i>The motion carried 5-0 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>● Elian Hurtado, Member- Yes</li> <li>● Caleb Leggett, Member- Yes</li> <li>● Chris Mahnken, Member- Yes</li> </ul>

<p>3B)</p>	<p>Consider and take action on the College Bound Academy 2023-24 COVID-19 Emergency Leave Policy.</p> <p>Rationale: To provide 5 days of paid sick time for employees in the event that the employee tests positive for the coronavirus and provides documentation. The 5 days of paid sick leave is in addition to the paid time off already included in the employee contract.</p> <p>Discussion: This Policy includes 5 days of paid sick time, regardless of employees' PTO or Health time. This is the same as the policy during covid, based on CDC guidelines. It's a total of 5 days total per year. Retroactive to those who've had covid this year.</p> <p>Motion to approve the College Bound Academy 2023-24 COVID-19 Emergency Leave Policy was made by Board Member <u>Caleb Legget</u> and seconded by Board Member <u>Christopher Gnaedig</u>.</p> <p><i>The motion carried 5-0 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>● Elian Hurtado, Member- Yes</li> <li>● Caleb Leggett, Member- Yes</li> <li>● Chris Mahnken, Member- Yes</li> </ul>
<p>3C)</p>	<p>Consider and take action on a Tribal Regalia Policy.</p> <p>Rationale: To provide guidance on tribal regalia to be allowed at graduation.</p> <p>Discussion: This policy is a requirement for accreditation, and had not been needed in the past. Extends to any tribe or culture. Allows students the freedom to wear items that represent their tribe or culture during their graduation ceremony.</p> <p>Motion to approve the Tribal Regalia Policy was made by Board Member <u>Elian Hurtado</u> and seconded by Board Member <u>Chris Mahnken</u>.</p> <p><i>The motion carried 5-0 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>● Elian Hurtado, Member- Yes</li> </ul>

	<ul style="list-style-type: none"> <li>● Caleb Leggett, Member- Yes</li> <li>● Chris Mahnken, Member- Yes</li> </ul>
3D)	<p>Consider and take action on a Media Program Policy.</p> <p>Rationale: To provide guidance on the media program at CBA and methods for reconsideration of materials.</p> <p>Discussion: This a policy that guidelines the action steps a parent would take to request to remove an item from the Library, which includes a committee. Books currently in the library at Eastside have been selected, and do not include any banned books or controversial books. This selection process is the planned process for when Brookside has an ope Library.</p> <p>Motion to approve the Media Program Policy was made by Board Member <u>Caleb Leggett</u> and seconded by Board Member <u>Elian Hurtado</u>.</p> <p><i>The motion carried 5-0 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>● Elian Hurtado, Member- Yes</li> <li>● Caleb Leggett, Member- Yes</li> <li>● Chris Mahnken, Member- Yes</li> </ul>
3E)	<p>Consider and take action to approve the October 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: We do not have transfers available, our numbers would show zeroes.</p> <p>Motion to approve the October 1, 2023, capacity data for out of district transfers to comport with requirements of Senate Bill 783 was made by Board Member <u>Christopher Gnaedig</u> and seconded by Board Member <u>Chris Mahnken</u>.</p> <p><i>The motion carried 5-0 with the following votes:</i></p>

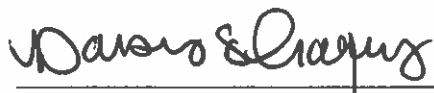
	<ul style="list-style-type: none"> <li>● Andrew Witter, President, Member- Yes</li> <li>● Christopher Gnaedig, Member - Yes</li> <li>● Elian Hurtado, Member- Yes</li> <li>● Caleb Leggett, Member- Yes</li> <li>● Chris Mahnken, Member- Yes</li> </ul>
3F)	<p>Consider and take action on a contract with Angela Ido.</p> <p>Rationale: To provide mentoring and coaching to develop teachers with a focus on first year educators. Ms. Ido will also develop and present district-wide professional development throughout the school year.</p> <p>Cost: Not to exceed \$50,000</p> <p>Discussion: This is an Instructional coach that has been used previously in PD, she would work with teachers, helping with things like classroom management, teaching skills, organization or lessons.</p> <p>Motion to approve a contract with Angela Ido was made by Board Member <u>Christopher Gnaedig</u> and seconded by Board Member <u>Caleb Leggett</u>.</p> <p><i>The motion carried 5-0 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>● Elian Hurtado, Member- Yes</li> <li>● Caleb Leggett, Member- Yes</li> <li>● Chris Mahnken, Member- Yes</li> </ul>
3G)	<p>Consider and take action on College Bound Academy Purchase Orders #77- #79 with amendments to 47.</p> <p>Discussion: Lee enterprises is not a new PO, Tulsa world has changed its name.</p> <p>Motion to approve the College Bound Academy Purchase Orders #77- #79 with amendments to 47 was made by Board Member <u>Chris Mahnken</u> and seconded by Board Member <u>Elian Hurtado</u>.</p> <p><i>The motion carried 5-0 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>● Elian Hurtado, Member- Yes</li> <li>● Caleb Leggett, Member- Yes</li> <li>● Chris Mahnken, Member- Yes</li> </ul>
Item 4) Information Agenda	
4A	<p>Executive Updates</p> <ul style="list-style-type: none"> <li>i. Review of Existing Board Approved Policies <ul style="list-style-type: none"> <li>1. Criminal Record Searches</li> <li>2. Title IX Policy</li> </ul> </li> <li>ii. Review of Procedures <ul style="list-style-type: none"> <li>1. Minute of Silence Policy</li> </ul> </li> <li>iii. District Updates <ul style="list-style-type: none"> <li>1. 2024 Board Meeting Schedule-Draft</li> <li>2. Hiring Updates</li> <li>3. Enrollment Updates</li> </ul> </li> </ul> <p>Discussion:</p> <p>As soon as an employee is hired he/she must complete a background check.</p> <p>Minute of silence is now a requirement and being observed.</p> <p>2024 Board meeting scheduled to come up as an item at the next board meeting.</p> <p>There is a Music teacher position open at Eastside, a Math teacher position available at the Brookside campus and potentially 2 special education support staff that would be hired based on our current needs.</p> <p>871 total enrollment of students for both campuses as of October 1st from which 76 students are considered special education.</p>
4B	<p>Finance Updates</p> <ul style="list-style-type: none"> <li>i. Loan and Securities Update</li> </ul> <p>Discussion: Previously approved potential loan, only to be used if needed, Grand Bank's finance committee approved the process.</p>
4C	<p>Development Updates</p> <ul style="list-style-type: none"> <li>i. Corporate Giving Initiative</li> </ul> <p>Discussion: As early as November some grants could start being written. New School Brochures are being shared.</p>

4D	Governance Updates: None
5	Announcements: None
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 October 3, 2023 and the <b>motion to Adjourn the meeting</b> was made by Board Member <u>Christopher Gnaedig</u> and seconded by Board Member <u>Caleb Leggett</u> at 6:49 P.M.</p> <p><i>The motion carried 5-0 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>● Elian Hurtado, Member- Yes</li> <li>● Caleb Leggett, Member- Yes</li> <li>● Chris Mahnken, Member- Yes</li> </ul>

The Agenda for the Special Meeting on October 3, 2023 was posted on the website of College Bound Academy at 4:25 pm on September 28, 2023 by Daisy Salgado-Garay, Office Manager and Board Clerk. Notice of the meeting was filed with the Tulsa County Court Clerk at 3:05 pm on September 28, 2023.

College Bound Academy BOARD OF EDUCATION



Daisy Salgado-Garay, Minute Clerk

11/14/2023

Date

Attest:



President, Andrew Witter

11/14/23

Date