



COLLEGE BOUND ACADEMY, INC.

REGULAR BOARD MEETING

JUNE 11, 2024 AT 12:00PM

COLLEGE BOUND ACADEMY

1110 E 45TH PL, TULSA OK 74105

7:53 am, Jun 10, 2024

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.

- I. Opening Exercises
 - a. Welcome
 - b. Call the meeting to order and confirm that a quorum of the board is present.
- II. Consent Agenda- Motion and vote on recommendations.

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:

- a. Meeting Agenda
 - b. Minutes: Board Meeting - April 23, 2024
 - c. Staff Report - June 2024
 - d. Financial Report for April 2024 prepared by Jenkins & Kemper, Certified Public Accountants
- III. Action Agenda- Motion and vote on recommendations.
 - a. Possible discussion and vote to enter into Executive Session pursuant to 25 O.S. § 307(B)(1) to discuss the annual review of the Executive Director and possible merit raise for the Executive Director.
 - 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 the Executive Session.
 - b. Consider and take action on the contract for Andrea Warren, Superintendent & CEO for the FY25 school year.

- c. Consider and take action on the 2024-2025 school calendar and approve the length of the 2024-25 school year to be calculated in hours as allowed by House Bill 1864.
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.
- d. Consider and take action on the 2024-25 Family & Scholar Handbook.
Rationale: The Family and Scholar Handbook has been updated to reflect current policies and safety guidelines across the district.
- e. Consider and take action on the 2024-25 Staff Handbook.
Rationale: The Staff Handbook has been updated to reflect current policies across the district.
- f. Consider and take action on a middle school handbook addendum.
Rationale: To provide clarity on middle school-specific items that may not be outlined in the Family & Scholar Handbook.
- g. Consider and take action on the disclosure of free and reduced-price information agreement between College Bound Academy and Cherokee Nation
Rationale : To allow Cherokee Nation access to free and reduced lunch information for our families to provide summer food benefits to families who qualify as free or reduced for Child Nutrition
- h. Consider and take action on a contract with CDW.G for the 24-25 school year
Rationale : To provide 20 Zoom licenses for district and site needs.
Cost : \$2000.00
- i. Consider and take action on a contract between College Bound and Tulsa Public Schools Child Nutrition Services
Rationale : To provide meals for the Brookside campus for the 24-25 school year
Cost : Not to exceed \$500,000: \$2.50 for each child's breakfast and \$4.90 for each child's lunch.
- j. Consider and take action on contract between College Bound Academy and Tulsa Public Schools Child Nutrition Services
Rationale : to provide meals for the Eastside campus for the 24-25 school year
Cost : Not to exceed \$500,000: \$2.50 for each child's breakfast and \$4.90 for each child's lunch.
- k. Consider and take action on the contract between College Bound Academy and Community Care Employee Assistance Program
Rationale : to provide staff access to Employee Assistance Program services
Cost : Not to exceed \$2500 annually for the district- \$0.99 per employee per month

1. Consider and take action on the lease between College Bound Academy and Tulsa Public Schools

Rationale : To renew the lease, custodial services, groundskeeping, and maintenance for the Eastside campus located at 2525 S. 101st E. Ave. Tulsa, OK 74129

Service	FY24 Cost	FY25 Cost
Lease of Eastside 68,650 square feet	\$0.15 per square foot per month for a total of \$10,297.50 monthly \$123,570 annually	\$0.20 per square foot per month for a total of \$13,730 per month \$164,760 annually
Custodial Services	\$119,007.40 annually	\$123,558.74 annually
Groundskeeping	\$4,601.16 annually	\$4,969.26 annually
Building Maintenance	\$12,357.00 annually	\$12,357.00 annually
Security Systems	\$40 per month for alarms \$60 per month for alarm techs and maintenance \$60 per month for creation of ID cards and system support Total: \$1,920 annually	\$120 per month for ID cards and system support \$120 per month for alarm techs and maintenance Total: \$2,880 annually

- m. Consider and take action on OCAS contract for 24-25 school year

Rationale: Accounting services as follows:

Services	FY25 Cost
District Treasurer	\$9,600 annually
District Payroll	\$16,200 annually
District Accounts Payable	\$12,000 annually

- n. Consider and take action on Jenkins and Kemper engagement letter
Rationale: To provide tax filings for College Bound Academy
Cost : \$750 annually
- o. Consider and take action on Possip services for the 24-25 school year
Rationale : To provide periodic “pulse checks” to families that assess how families feel about the school as a whole, and allows families to submit feedback, praise, and questions to the school (named or anonymously).
Cost : \$4740 annually for district services
- p. Consider and take action on Oklahoma School Assurance Group contract for 24-25 school year
Rationale : To provide workers compensation insurance
Cost : \$13,169 annually for district
- q. Consider and take action on RLI Surety contract for 24-25 school year
Rationale : To provide surety bonds for all necessary parties as outlined in state and federal laws.
Cost : Not to exceed \$3,000
- r. Consider and take action on OnSolve contract for 24-25 school year
Rationale : To provide text and voice messaging for the district.
Cost : \$1665.43 annually for the district.
- s. Consider and take action on a contract with the Oklahoma Schools Insurance Group.
Rationale: To provide insurance coverage for the district.
Cost: \$52,263 annually for the district
- t. Consider and take action on a lease between College Bound Academy and Tulsa Public Schools.
Rationale: To renew the lease for the Brookside campus located at 1110 E. 45th. Pl. Tulsa, OK 74145.

Service	FY24 Cost	FY25 Cost
Lease of Brookside 99,534 square feet	\$0.15 per square foot per month for a total of \$17,916.12 monthly (error) \$14,930.10 monthly (corrected) \$179,151.12 annually	\$0.20 per square foot per month for a total of \$19,906.80 per month \$238,881.60 annually
Custodial Services	\$135,542.77 annually	\$138,656.79 annually
Groundskeeping	\$5,112.41 annually	\$5,521.40 annually
Building Maintenance	\$17,916.12 annually	\$17,916.12 annually

Security Systems	\$40 per month for alarms \$60 per month for alarm techs and maintenance \$60 per month for creation of ID cards and support	\$120 per month for ID cards and system support \$120 per month for alarm techs and maintenance Total: \$2,880 annually
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- u. Consider and take action on 3M Psychometric Services contract for the 2024-2025 school year
Rationale: To renew a continued contract to provide the district psychometric services, aligned with special education regulations and requirements, for the 24-25 school year.
Cost: Approximately \$125,000 for district services
- v. Consider and take action on a continuing contract with Bledsoe, Hewett & Gullekson Certified Public Accountants contract for the 2024-2025 school year
Rationale: To provide the annual audit for College Bound Academy as a district.
Cost: Not to exceed \$10,000
- w. Consider and take action on an application for temporary appropriations for the 2024-2025 fiscal year.
Rationale: To approve temporary appropriations to the extent of and not to exceed one hundred percent (100%) of the total estimated funds available to said board allocated to the general fund.
- x. Consider and take action on EAS Consulting Inc contract for 2024-2025 school year
Rationale: To renew a continued contract to provide consulting services for federal programs and compliance for the 2024-2025 school year for College Bound Academy as a district.
Cost: Not to exceed \$20,000
- y. Consider and take action on purchase orders: PO # 101-102 with amendments to College Bound Academy purchase order # 59.
- z. Consider and take action on the purchase order list for FY25.
Rationale: To create and approve a list of vendors for the 24-25 school year beginning July 1, 2024.
- aa. Consider and take action on an amendment to the Charter School Contract.
Rationale: To reduce the administrative fee paid to Tulsa Public Schools from 3% to 1%.

IV. Information Agenda

- a. Executive Updates
 - i. Renewal Updates
 - ii. FY25 & FY26 Program Planning
 - iii. Enrollment Updates
- b. Finance Updates
- c. Development Updates
- d. Governance Updates

V. Announcements

- a. The next meeting of the Board will be held on July 23, 2024 at 5:30pm at the CBA Eastside location at 2525 S. 101st E. Ave. Tulsa, OK 74129

VI. Public Comments

VII. New Business

VIII. Motion and Vote to Adjourn