



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

Tulsa Charter: College Bound Academy
April 23, 2024- 5:30 P.M.

The Tulsa Charter, College Bound Academy of Tulsa, Oklahoma met in Open Session in the Library of the College Bound Academy, Brookside Building at 1110 E 45th Pl, Tulsa, OK, 74105 at 5:30 P.M. on the 23rd day of April, 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 5:44 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
- Sarah Schemmer, Member

ABSENT MEMBERS OF THE BOARD:

- Elian Hurtado, Member
- Julie Peters, Member
- Samantha Powell, Member

STAFF MEMBERS:

- Daisy Salgado-Garay, Board Clerk and Non-Member
- Andrea Warren, Executive Director; CFO, Non-Member, Advisory
- Olivia Ehle, Staff member
- Silvia Turnero. Staff Member
- Haven Ferguson, Staff Member
- Thom Golden, Staff Member

PUBLIC:

<p><u>Roll Call:</u></p>	<p>Call to order at 5:44 pm and on Roll Call the following were present:</p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member ● Christopher Gnaedig, Member ● Caleb Leggett, Member ● Chris Mahnken, Member ● Sarah Schemmer, Member <p>The meeting was called to order at 5:44 P.M by Mr. Andrew Witter president.</p> <p>Present:</p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member ● Christopher Gnaedig, Member ● Caleb Leggett, Member ● Chris Mahnken, Member ● Sarah Schemmer, Member
<p>Item 1) Opening Exercises</p>	<p>I. 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 ● Caleb Leggett, Member ● Chris Mahnken, Member ● Sarah Schemmer, Member
<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>

	<p>Motion to approve the Consent Agenda was made by Board Member <u>Caleb Leggett</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"> ● Andrew Witter, President, Member- yes ● Christopher Gnaedig, Member - yes ● Caleb Leggett, Member- yes ● Chris Mahnken, Member- yes ● Sarah Schemmer, Member - yes
<p>Item 3) Action Agenda- Motion and vote on recommendations.</p>	
<p>3A)</p>	<p>A) Consider and take action on a continuing contract for Talking Points for the 24-25 school year</p> <p>Rationale: To renew a continued contract to provide a communication platform for formal communication between CBA and families for the 24-25 school year.</p> <p>Cost: \$7,000.00 for the school year for both campuses</p> <p>Discussion: Platform used to communicate with parents in which messages are not able to be deleted and can be monitored as needed.</p> <p>Motion to approve a continuing contract for Talking Points for the 24-25 school year 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"> ● Andrew Witter, President, Member- yes ● Christopher Gnaedig, Member - yes ● Caleb Leggett, Member- yes ● Chris Mahnken, Member- yes ● Sarah Schemmer, Member - yes
<p>3B)</p>	<p>B. Consider and take action on contract renewal for Clearwater Enterprises</p>

	<p>Rationale: To renew a continued contract to provide natural gas to both campuses, Eastside and Brookside, for the 24-25 school year.</p> <p>Cost: Based on monthly usage</p> <p>Discussion: This is the third party gas company we use.</p> <p>Motion to approve contract renewal for Clearwater Enterprises was made by Board Member <u>Christopher Gnaedig</u> and seconded by Board Member <u>Sarah 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 ● Caleb Leggett, Member- yes ● Chris Mahnken, Member- yes ● Sarah Schemmer, Member - yes
3C)	<p>C. Consider and take action on the 3M Psychometric Services LLC fee schedule for 24-25 school year.</p> <p>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.</p> <p>Cost: Approximately \$125,000 for district services</p> <p>Discussion: This is a continuing contract for psychometry services, services iep, suspected iep students or neurodivergent kids.</p> <p>Motion to approve the 3M Psychometric Services LLC fee schedule for 24-25 school year was made by Board Member <u>Christopher Gnaedig</u> and seconded by Board Member Chris Mahnken.</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 ● Chris Mahnken, Member- yes ● Sarah Schemmer, Member - yes

3D)	<p>D. Consider and take action on Cox Communications contract for 24-25 school year</p> <p>Rationale: To renew a continued contract for internet services for both campuses, Eastside and Brookside, for the 24-25 school year.</p> <p>Cost: \$17,000 for annual district services.</p> <p>Discussion: Cox provides internet services, most of it gets reimbursed through a federal program, our portion to pay is \$17, 000 total for both sites.</p> <p>Motion to approve the Cox Communications contract for 24-25 school year 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"> ● Andrew Witter, President, Member- yes ● Christopher Gnaedig, Member - yes ● Caleb Leggett, Member- yes ● Chris Mahnken, Member- yes ● Sarah Schemmer, Member - yes
3E)	<p>E. Consider and take action on Driveline contract for 24-25 school year</p> <p>Rationale: To renew a continued contract for Driveline services, a platform that is used for dismissal at both school sites, Eastside and Brookside</p> <p>Cost: \$935.00</p> <p>Discussion: This is the software we use to facilitate dismissal, family number entered matches car cards given to families.</p> <p>Motion to approve the Driveline contract for 24-25 school year was made by Board Member <u>Christopher Gnaedig</u> and seconded by Board Member <u>Sarah 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 ● Caleb Leggett, Member- yes ● Chris Mahnken, Member- yes ● Sarah Schemmer, Member - yes
<p>3F)</p>	<p>F. Consider and take action on Ellevation contract for 24-25 school year</p> <p>Rationale: To renew a continued contract for the platform that manages the required paperwork and testing data across the district for EL scholars</p> <p>Cost: \$7616.00</p> <p>Discussion: This is similar paperwork to the iep services but done for language needs.</p> <p>Motion to approve the Ellevation contract for 24-25 school year was made by Board Member <u>Caleb Leggett</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"> ● Andrew Witter, President, Member- yes ● Christopher Gnaedig, Member - yes ● Caleb Leggett, Member- yes ● Chris Mahnken, Member- yes ● Sarah Schemmer, Member - yes
<p>3G)</p>	<p>G. Consider and take action on Kellogg & Sovereign Accounting Fee Schedule for 24-25 school year</p> <p>Rationale: To renew a continued contract for to prepare necessary documents for College Bound Academy's E-rate applications for internet and network services</p> <p>Cost: Not to exceed \$15,000</p> <p>Discussion: This is the company that prepares documentation for E-rate applications, which provides internet discounts.</p>

	<p>Motion to approve the Kellogg & Sovereign Accounting Fee Schedule for 24-25 school year was made by Board Member <u>Christopher Gnaedig</u> and seconded by Board Member <u>Sarah 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 ● Caleb Leggett, Member- yes ● Chris Mahnken, Member- yes ● Sarah Schemmer, Member - yes
<p>3H)</p>	<p>H. Consider and take action on Luxa contract for 24-25 school year</p> <p>Rationale: To renew a continued contract for HR consulting services for the district.</p> <p>Cost: \$90/hour</p> <p>Discussion: This is an HR consulting company. The plan for the next school year is to have them come every month to provide HR training for staff.</p> <p>Motion to approve the Luxa contract for 24-25 school year 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"> ● Andrew Witter, President, Member- yes ● Christopher Gnaedig, Member - yes ● Caleb Leggett, Member- yes ● Chris Mahnken, Member- yes ● Sarah Schemmer, Member - yes
<p>3I)</p>	<p>I. Consider and take action on QUADIENT contract for 24-25 school year</p> <p>Rationale: To renew a continued contract for QUADIENT postage services for the district</p> <p>Cost: Not to exceed \$4,000</p>

	<p>Discussion: This is for the machine we use for mail.</p> <p>Motion to approve the QUADIENT contract for 24-25 school year was made by Board Member <u>Caleb Leggett</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"> ● Andrew Witter, President, Member- yes ● Christopher Gnaedig, Member - yes ● Caleb Leggett, Member- yes ● Chris Mahnken, Member- yes ● Sarah Schemmer, Member - yes
3J)	<p>J. Consider and take action on Speech and Beyond contract for 24-25 school year</p> <p>Rationale: To renew a continued contract for speech therapy, physical therapy, and occupational therapy services at both CBA campuses, Eastside and Brookside.</p> <p>Cost: Not to exceed \$150,000</p> <p>Discussion: This is the company used for OT, PT and speech services on site with potential medicaid reimbursement.</p> <p>Motion to approve the Speech and Beyond contract for 24-25 school year was made by Board Member Christopher Gnaedig and seconded by Board Member Sarah Schemmer.</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 ● Chris Mahnken, Member- yes ● Sarah Schemmer, Member - yes
3K)	<p>K. Consider and take action on Asset Panda quote for 24-25 school year</p> <p>Rationale: To renew a continued contract for Asset Panda, a technology management platform used across the district.</p>

	<p>Cost: Not to exceed \$10,000</p> <p>Discussion: Technology management platform to label and track technology devices.</p> <p>Motion to approve the Asset Panda quote for 24-25 school year was made by Board Member Christopher Gnaedig and seconded by Board Member Sarah Schemmer.</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 ● Chris Mahnken, Member- yes ● Sarah Schemmer, Member - yes
3L)	<p>L. Consider and take action on OSIG contract for 24-25 school year</p> <p>Rationale: To renew a continued contract for property insurance coverage across the district.</p> <p>Cost: Not to exceed \$54,000</p> <p>Discussion: This is for Property insurance, insurance of contents for both school sites</p> <p>Motion to approve the OSIG contract for 24-25 school year was made by Board Member <u>Caleb Leggett</u> and seconded by Board Member <u>Sarah 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 ● Caleb Leggett, Member- yes ● Chris Mahnken, Member- yes ● Sarah Schemmer, Member - yes
3M)	<p>M. Consider and take action on Sylogist contract for 24-25 school year</p>

	<p>Rationale: Renew Appropriated Funds, Treasurer, and Personnel systems.</p> <p>Cost: \$5,790.00 for district services</p> <p>Discussion: This part of the program covers Renew Appropriated Funds, Treasurer, and Personnel systems.</p> <p>Motion to approve the Sylogist contract for 24-25 school year was made by Board Member <u>Caleb Leggett</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"> ● Andrew Witter, President, Member- yes ● Christopher Gnaedig, Member - yes ● Caleb Leggett, Member- yes ● Chris Mahnken, Member- yes ● Sarah Schemmer, Member - yes
3N)	<p>N. Consider and take action on a continuing contract with Sylogist.</p> <p>Rationale: Renew contract for Student Information Systems, Gradebook, Lunchroom and Rostering Integration.</p> <p>Cost: \$6,074.75 for district services</p> <p>Discussion: This part of the program covers the Student information system we use.</p> <p>Motion to approve 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"> ● Andrew Witter, President, Member- yes ● Christopher Gnaedig, Member - yes ● Caleb Leggett, Member- yes ● Chris Mahnken, Member- yes ● Sarah Schemmer, Member - yes
3O)	<p>O. Consider and take action on a continuing contract with TranSolPro, LLC.</p>

	<p>Rationale: To provide bus services to the CBA district.</p> <p>Cost: \$64,750 annually for each route. CBA currently has seven bus routes and anticipate 7 routes for FY25.</p> <p>Discussion: This is renewing our Transportation contract, third year using Transol Pro, some changes may come to compress stops based on the amount of riders and needs.</p> <p>Motion to approve a continuing contract with TranSolPro, LLC 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"> ● Andrew Witter, President, Member- yes ● Christopher Gnaedig, Member - yes ● Caleb Leggett, Member- yes ● Chris Mahnken, Member- yes ● Sarah Schemmer, Member - yes
3P)	<p>P. Consider and take action on Write On contract for 24-25 school year</p> <p>Rationale: approve contract for Write On fundraising services</p> <p>Cost: \$3,500 per month for district services</p> <p>Discussion: This is a grant writing company that we recently started working with more capacity and a research department.</p> <p>Motion to approve the Write On contract for 24-25 school year 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"> ● Andrew Witter, President, Member- yes ● Christopher Gnaedig, Member - yes ● Caleb Leggett, Member- yes ● Chris Mahnken, Member- yes ● Sarah Schemmer, Member - yes

3Q)	<p>Q. Consider and take action on April purchase orders: PO #99-100 with amendments to #42 and 62.</p> <p>Discussion: PO includes Apple for new charger orders.</p> <p>Motion to approve April purchase orders: PO #99-100 with amendments to #42 and 62 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"> ● Andrew Witter, President, Member- yes ● Christopher Gnaedig, Member - yes ● Caleb Leggett, Member- yes ● Chris Mahnken, Member- yes ● Sarah Schemmer, Member - yes
3R)	<p>R. Consider and take action on the FY25 preliminary budget.</p> <p>Rationale: To approve the 2024-25 budget for planning purposes.</p> <p>Discussion: There are no changes from last month's informational preliminary budget. Follows the same format as last year.</p> <p>Motion to approve the FY25 preliminary budget. was made by Board Member <u>Cris Mahnken</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"> ● Andrew Witter, President, Member- yes ● Christopher Gnaedig, Member - yes ● Caleb Leggett, Member- yes ● Chris Mahnken, Member- yes ● Sarah Schemmer, Member - yes
Item 4	
4A	<p>Executive Updates</p> <p>i. FY25 Staff Handbook</p>

- ii. FY25 Scholar & Family Handbook
- iii. FY25 Proposed Calendar Dates
- iv. Enrollment Updates
- v. Upcoming Events at CBA
 - 1. STEAM Night for Families
 - 2. STEAM End of Year Activity Day
 - 3. AAPI Celebration

Discussion:

The staff handbook is updated every year, some of the bigger changes include: reducing the amount of pto available to staff members due to the state considering chronic absenteeism after using 10 days.

Reducing military paid leave, last year we had no policy. Now the limit would be 30 paid days per school year.

Social media policy, to not have staff members post on media or create content on premises.

Scholar and family handbook: Added the previously approved transfer policy. Official fever amended to 100.4. No backpacks next year. Big change on transportation, currently changes are allowed every day, next year there would be no daily changes. Changes would be permanent.

Bus addendum coming soon, cameras are being installed on buses. Parent permission to be created.

Proposing a change for next year, we are looking to drop snacks. Snacks are often thrown away and have had issues with expired products.

May 6-11 will be staff appreciation week.

Enrollment: we are currently in the second window of enrollment and using the new TPS enrollment platform called Avela.

Steam night on May 16th at the Brookside location


Steam day will replace field and will take place during the last week of school.

8th grade promotion will take place on May 20th

4B	Finance Updates: None
4C	Development Updates: None
4D	Governance Updates: None
Item 5	A. Announcements: The next meeting of the Board will be held on May 21, 2024 at 5:30pm at the CBA Brookside location 1110 E. 45th Place, Tulsa, OK 74145.
Item 6	Public Comments: None
Item 7	New Business: None
Item 8	I. Motion and Vote to Adjourn This concludes the business that came before the Board on April 23, 2024 and the motion to Adjourn the meeting was made by Board Member <u>Caleb Leggett</u> and seconded by Board Member <u>Christopher Gnaedig</u> at 6:48 P.M. <i>The motion carried 5-0 with the following votes:</i> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Christopher Gnaedig, Member - yes ● Caleb Leggett, Member- yes n ● Chris Mahnken, Member- yes ● Sarah Schemmer, Member - yes

The Agenda for the Regular Meeting on April 23, 2024 was posted by Daisy Salgado-Garay, District Operations Specialist on the website of College Bound Academy at 9:37 am on April 19, 2024 and the Amended Agenda was posted on April 22, 2024 at 8:11 am. Notice of the meeting was filed with the Tulsa County Court Clerk at 9:25 am on April 19, 2024 and amended on Apr 22, 2024 at 8:02 am.

College Bound Academy BOARD OF EDUCATION


Daisy Salgado-Garay, Minute Clerk

06/11/2024
Date

Attest: 
President, Andrew Witter

6/11/24
Date