



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

Tulsa Charter: College Bound Academy
2525 S 101st East Ave. Tulsa, Ok 74125
August 20, 2024 - 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 August 20, 2024, 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 5:35 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
- Caleb Leggett, Member
- Samantha Powell, Member
- Sarah Schemmer, Member
- Chris Mahnken, Member

ABSENT MEMBERS OF THE BOARD:

- Caleb Leggett, 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 Member
- Robin Peterson, Staff Member
- Silvia Turmero, Staff Member
- Thom Golden, Staff Member
- Haven Ferguson, Staff Member

PUBLIC:

| | |
|---|---|
| <p><u>Roll Call:</u></p> | <p>Call to order at 5:35pm and on Roll Call the following were present:</p> <p>The meeting was called to order at 5:35 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● Samantha Powell, Member● Sarah Schemmer, Member● Chris Mahnken, Member |
| <p>Item 1) Opening Exercises</p> | <p>1. Opening Exercises</p> <ol style="list-style-type: none">a. Welcomeb. 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● Samantha Powell, Member● Sarah Schemmer, Member● Chris Mahnken, 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> <ol style="list-style-type: none">a. Meeting Agendab. Minutes: Board Meeting - July 23, 2024c. Staff Report - August 2024 |

| | |
|---|--|
| | <p>d. Financial Report for July 2024 prepared by Jenkins & Kemper, Certified Public Accountants</p> <p>Motion to approve the Consent Agenda was made by Board Member Chris Mahnken 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 ● Christopher Gnaedig, Member ● Samantha Powell, Member ● Sarah Schemmer, Member ● Chris Mahnken, Member |
| <p>Item 3) Action Agenda- Motion and vote on recommendations.</p> | |
| <p>3A)</p> | <p>A) Consider and take action on accepting the resignation of Elian Hurtado as a College Bound Academy board member.</p> <p>Discussion: None</p> <p>Motion to approve the resignation of Elian Hurtado as a College Bound Academy board member was made by Board Member Chris Mahnken and seconded by Board Member Christo[her Gnaedig.</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 ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes ● Chris Mahnken, Member- yes |
| <p>3B)</p> | <p>B. Consider and take action on a continuing contract with Possip for the 2024-2025 school year.</p> <p>Rationale: To provide a consistent cadence of surveys to staff. Additionally providing an opportunity for anonymous and timely feedback from staff.</p> |

| | |
|-----|--|
| | <p>Cost: Not to exceed \$2,000.00</p> <p>Discussion: This is the program that we use to survey parents. This would include service specifically for staff, add on to obtain feedback. Approximately every two weeks in text form.</p> <p>Motion to approve a continuing contract with Possip for the 2024-2025 school year was made by Board Member Samantha Powell and seconded by Board Member Christopher Gnaedig.</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 ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes ● Chris Mahnken, Member- yes <p>* Caleb Legget came in at 5:40pm</p> |
| 3C) | <p>C) Consider and take action on a contract with the Community Action Project of Tulsa Count, Inc. (“CAP TULSA”) to allow for data sharing.</p> <p>Rationale: To provide data to be shared with CAP TULSA, allowing them to track outcomes of children previously enrolled in the program.</p> <p>Discussion: This would allow us to continue to share data as we have in the past for alumni tracking.</p> <p>Motion to approve a contract with Community Action Project of Tulsa Count, Inc. (“CAP TULSA”) to allow for data sharing for the 2024-2025 school year was made by Board Member Christopher Gnaedig and seconded by Board Member Chris Mahnken.</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 ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes |

| | |
|-----|--|
| | <ul style="list-style-type: none"> ● Chris Mahnken, Member- yes ● Caleb Leggett, Member- yes |
| 3D) | <p>D) Consider and take action on College Bound Academy Student and Family Communication Policy.</p> <p>Rational: To provide a specific policy that outlines communication between staff and students and is in compliance with HB 3958 Title 70 O.S. Sec 6-401.</p> <p>Discussion: This is an item required by the state department of education, impacts the communication with students electronically and digitally. Any communication to students must be shared with parents, this is not a change for CBA, we were not communicating directly with students.</p> <p>Motion to approve the College Bound Academy Student and Family Communication Policy with grammatical error amendment was made by Board Member Sarah Schemmer.</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 ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes ● Chris Mahnken, Member- yes ● Caleb Leggett, Member- yes |
| 3E) | <p>E) Consider and take action on the approval for transfer capacity report for the first quarter of 2024-205 school year.</p> <p>Rational: Every quarter, College Bound Academy must approve the capacity for the number of transfer students accepted.</p> <p>Discussion: The capacity for transfers is approved every quarter. We are approving zeros across the board, CBA is not actively seeking transfer students.</p> <p>Motion to approve the approval for transfer capacity report for the first quarter of 2024-205 school year school year was</p> |

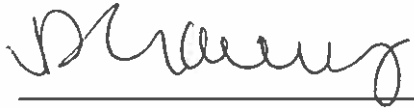
| | |
|------------|--|
| | <p>made by Board Member Sarah Schemmer and seconded by Board Member Caleb Leggett.</p> <p><i>The motion carried 6-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Christopher Gnaedig, Member - yes ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes ● Chris Mahnken, Member- yes ● Caleb Leggett, Member- yes |
| <p>3F)</p> | <p>F) Consider and take action on purchase orders # 64-69.</p> <p>Discussion: None</p> <p>Motion to approve purchase orders # 64-69 was made by Board Member Christopher Gnaedig and seconded by Board Member Caleb Leggett.</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 ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes ● Chris Mahnken, Member- yes ● Caleb Leggett, Member- yes |
| <p>3G)</p> | <p>G) Possible discussion and vote to enter into Executive Session pursuant to 25 O.S. § 307(B)(1) to discuss the resignation of a public employee.</p> <p style="padding-left: 40px;">I. Vote to Convene in Executive Session</p> <p style="padding-left: 40px;">II. Vote to Acknowledge Return to Open Session</p> <p style="padding-left: 40px;">III. Discussion and possible action regarding the matters discussed in the Executive Session.</p> <p>Motion to approve entering Executive Session was made by Board Member Chris Mahnken and seconded by Board Member Samnatha Powell.</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 ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes ● Chris Mahnken, Member- yes ● Caleb Leggett, Member- yes <p>Andrew Witter announced that the Board entered Executive session at 5:47 pm to discuss the resignation of a public employee, as authorized by 25 O.S. § 307(B)(1). (1) No action was taken by the Board.</p> <p>The following Members were present:</p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member ● Christopher Gnaedig, Member ● Samantha Powell, Member ● Sarah Schemmer, Member ● Chris Mahnken, Member ● Caleb Leggett, Member <p>* The Board concluded the executive session and returned to open session at 6:10 pm</p> <p>Board President Andrew Witter announced HR recommendations will be reviewed and followed upon as necessary in the future.</p> |
| Item 4 | I. Information Agenda |
| 4A | <p>A) Executive Updates</p> <ul style="list-style-type: none"> i. Review updated language for employment contracts ii. Review 2024-25 Appropriations iii. OSTP Results iv. Renewal Updates <p>Discussion: Asking to update the contract, amendment to include acknowledgement of CBA rules and regulations. Appropriations, prepared by accountants. Oklahoma state testing program results were shared, overall pleased with results, not to be shared publicly yet.</p> |

| | |
|--------|--|
| | Effective this school year, Board members are required to complete training, members will be set up with learn upon and training to be available in the next few days. |
| 4B | B) Finance Updates |
| 4C | C) Development Updates |
| 4D | D) Governance Updates I Required board trainings & LearnUpon platform |
| Item 5 | I. Announcements a. The next meeting of the Board will be held on September 17, 2024 at 12pm at the CBA Eastside location at 2525 S. 101st E. Ave. Tulsa, OK 74129 |
| Item 6 | Public Comments: |
| Item 7 | New Business: |
| Item 8 | I. Motion and Vote to Adjourn This concludes the business that came before the Board on August 20, 2024 and the Christopher Gnaedig and seconded by Board Member Chris Mahnken at 6:36 P.M. <i>The motion carried 6-0 with the following votes:</i> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Christopher Gnaedig, Member - yes ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes ● Chris Mahnken, Member- yes ● Caleb Leggett, Member- yes |

The Agenda for the Regular Meeting on August 20, 2024 was posted on the website of College Bound Academy at 10:03am on August 16, 2024 by Daisy Salgado Garay, District Operations Manager. Notice of the meeting was filed with the Tulsa County Court Clerk at 7:55 am on August 16, 2024.

College Bound Academy BOARD OF EDUCATION



Daisy Salgado-Garay, Minute Clerk

9/17/24

Date

Attest:



President, Andrew Witter

9/17/24

Date