

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

Tulsa Charter: College Bound Academy

JULY 22, 2025 - 12 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 12 P.M. on JULY 22, 2025 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 12:03 and on **Roll Call** the following were present:

PRESENT MEMBERS OF THE BOARD: (Name, Title, Member or Non-Member)

- Andrew Witter, President, Member
- Caleb Leggett, Member
- Samantha Powell, Member
- Sarah Schemmer, Member
- Shai Kiser, Member
- John Hart, Member

ABSENT MEMBERS OF THE BOARD:

- Julie Peters, Member
- Chris Mahnken, Member
- Christopher Gnaedig, Member

STAFF MEMBERS:

- Daisy Herrera, Board Clerk and Non-Member
- Andrea Warren, Executive Director; CFO, Non-Member, Advisory
- Olivia Ehle, Staff Member
- Thom Golden
- Silvia Turmero
- Katherine Blevins

PUBLIC:

- Mindy Sutterfield, Tulsa Public School Representative, presenter

<p><u>Roll Call:</u></p>	<p>Call to order at 12:03pm and on Roll Call the following were present:</p> <p>The meeting was called to order at 12:03 P.M by Mr. Andrew Witter president.</p> <p>Present:</p> <ul style="list-style-type: none">● Andrew Witter, President, Member● Caleb Leggett, Member● Samantha Powell, Member● Sarah Schemmer, Member● Shai Kiser, Member● John Hart, Member
<p>Item 1) Opening Exercises</p>	<p>I. 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● Caleb Leggett, Member● Samantha Powell, Member● Sarah Schemmer, Member● Shai Kiser, Member● John Hart, 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>Discussion: Item 4j amended, PO changed from 1-70 to 1-73.</p> <p>Motion to approve the Consent Agenda was 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 ● Caleb Leggett, Member- yes ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes ● Shai Kiser, Member- yes ● John Hart, Member- yes
<p>ITEM 3)</p>	<p>I. Information Agenda - Part 1</p> <p>a. Presentation of the 2023-24 Performance Framework compiled and presented by Mindy Sutterfield of Tulsa Public Schools.</p> <p>Discussion: Presenter: Mindy Sutterfield, TPS Authorizing Team</p> <p>As part of the Tulsa Public Schools' authorizing process, charter school performance reports are presented annually to both the school's governing board (during summer) and the TPS Board of Education. These reports are informational only; no board action is required.</p> <p>The 2023–2024 report includes academic, financial, and organizational performance metrics.</p> <p>College Bound Academy (CBA) Summary</p> <ul style="list-style-type: none"> ● Overall Rating: Tier 1 (highest rating). Consistently maintaining Tier 1 performance supports a recommendation for a five-year charter renewal at the next renewal cycle.

	<ul style="list-style-type: none"> ● Academic: CBA achieved its goal of 90% “Meet the Teacher” attendance. ● Financial: Strong performance—operating expenditures remained below revenue, indicating prudent fiscal management. ● Organizational: Meeting contractual and operational standards as outlined in the charter agreement.
Item 4) Action Agenda-Motion and vote on recommendations.	
4A)	<p>A) Consider and take possible action on a continuing contract with NWEA for the FY26 school year.</p> <p>Rationale: To provide the testing materials in accordance with our authorizing contract with Tulsa Public Schools</p> <p>Cost: \$12,150 for district academic testing</p> <p>Discussion: This is a continuing contract for TPS to measure growth and compare against their students</p> <p>Motion to approve continuing contract with NWEA for the FY26 school year was made by Board Member Caleb Leggett and seconded by Board Member Sarah Schemmer. <i>The motion carried 6-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Caleb Leggett, Member- yes ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes ● Shai Kiser, Member- yes ● John Hart, Member- yes
3B)	<p>B. Consider and take possible action to approve an updated Child Find Policy.</p> <p>Rationale: To review and update to be submitted to OSDE-SES.</p>

	<p>Discussion: This is part of the SPED audit we participate in, conducted every several years. This is the updated version.</p> <p>Motion to approve approve an updated Child Find Policy was made by Board Member Sarah Schemmer and seconded by Board Member Samantha 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 ● Caleb Leggett, Member- yes ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes ● Shai Kiser, Member- yes ● John Hart, Member- yes
3C)	<p>C. Consider and take possible action to approve an updated Extended School Year Policy.</p> <p>Rationale: To review and update to be submitted to OSDE-SES.</p> <p>Discussion: sThis is part of the SPED audit we participate in, conducted every several years.</p> <p>Motion to approve an updated Extended School Year Policy was made by Board Member Samantha Powell and seconded 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 ● Caleb Leggett, Member- yes ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes ● Shai Kiser, Member- yes ● John Hart, Member- yes
3D)	<p>D. Consider and take possible action to approve an updated Discipline Policy.</p> <p>Rationale: To review and update to be submitted to OSDE-SES.</p> <p>Discussion: none</p>

	<p>Motion to approve an updated Discipline Policy was made by Board Member Caleb Leggett and seconded 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 ● Caleb Leggett, Member- yes ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes ● Shai Kiser, Member- yes ● John Hart, Member- yes
3E)	<p>E. Consider and take possible action to approve an updated Transfer Policy.</p> <p>Rationale: To review and update to be submitted to OSDE-SES.</p> <p>Discussion: none</p> <p>Motion to approve updated Transfer Policy was made by Board Member Samantha Powell 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 ● Caleb Leggett, Member- yes ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes ● Shai Kiser, Member- yes ● John Hart, Member- yes
3F)	<p>F. Consider and take action to approve an updated FERPA Policy.</p> <p>Rationale: To review and update to be submitted to OSDE-SES.</p> <p>Discussion: none</p> <p>Motion to approve updated FERPA Policy was made by Board Member Caleb Leggett and seconded 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 ● Caleb Leggett, Member- yes

	<ul style="list-style-type: none"> ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes ● Shai Kiser, Member- yes ● John Hart, Member- yes
3G)	<p>G. Consider and take possible action on a continuing data sharing agreement with the Community Action Project of Tulsa.</p> <p>Rationale: To continue to share data with CAP Tulsa for instructional purposes.</p> <p>Discussion: This is something that has been done for several years, shares data from cba students who were previously enrolled at CAP.</p> <p>Motion to approve continuing data sharing agreement with the Community Action Project of Tulsa was 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 ● Caleb Leggett, Member- yes ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes ● Shai Kiser, Member- yes ● John Hart, Member- yes
3H)	<p>H. Consider and take possible action on a Medical Marijuana, Hemp & Cannabidiol (CBD) policy.</p> <p>Tabled item</p> <p>Discussion: When medical marijuana use was first introduced, employees with a valid medical card were permitted to use it in accordance with state law. However, regulations and workplace policies have since shifted, and we are now able to restrict medical marijuana use in certain circumstances. We do not conduct regular drug testing; however, testing may occur if there is reasonable suspicion an employee is under the influence, during workers’</p>


	<p>compensation investigations, and at onboarding. Employees who hold a medical marijuana card will be engaged in a direct conversation to discuss workplace expectations and compliance.</p> <p>Motion to table a Medical Marijuana, Hemp & Cannabidiol (CBD) policy was made by Board Member Caleb Leggett and seconded by Board Member Sarah Schemmer. <i>The motion carried 6-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Caleb Leggett, Member- yes ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes ● Shai Kiser, Member- yes ● John Hart, Member- yes
3I)	<p>I. Consider and take possible action on removing Johanna Potts as the deputy board clerk.</p> <p>Discussion: former executive assistant, transition to Assistant Principal at Brookside</p> <p>Motion to approve removing Johanna Potts as the deputy board clerk was made by Board Member Sarah Schemmer and seconded by Board Member Caleb Leggett <i>The motion carried 6-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Caleb Leggett, Member- yes ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes ● Shai Kiser, Member- yes ● John Hart, Member- yes
3J)	<p>J. Consider and take possible action on purchase orders #1-70 Discussion: These are the anticipated POs for the year</p> <p>Motion to approve purchase orders #1-70 was made by Board Member Samantha Powell and seconded by Board Member Caleb Leggett. <i>The motion carried 6-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Caleb Leggett, Member- yes ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes

	<ul style="list-style-type: none"> ● Shai Kiser, Member- yes ● John Hart, Member- yes
3K)	<p>K. Consider and take possible action on providing free breakfast and lunch to all scholars regardless of full-pay, free or reduced lunch status.</p> <p>Rationale: To ease the financial burden on families, CBA will use general funds to pay for the cost of breakfast and lunch for all CBA scholars.</p> <p>Cost: Approximately \$70,158.17 a year based on FY25 figures.</p> <p>Discussion: CBA started doing this 5 years ago. Cost has increased with the increment of students.</p> <p>Motion to approve providing free breakfast and lunch to all scholars regardless of full-pay, free or reduced lunch status was made by Board Member Caleb Leggett and seconded 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 ● Caleb Leggett, Member- yes ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes ● Shai Kiser, Member- yes ● John Hart, Member- yes
Item 5	<p>V. Information Agenda- Part 2</p> <ul style="list-style-type: none"> a. Executive Updates <ul style="list-style-type: none"> i. FY25 End of Year MAP Data Recap ii. Charter Contract Renewal with Tulsa Public Schools b. Finance Updates c. Development Updates d. Governance Updates <p>Discussion: Map data presented, growth amongst several grades with percentiles improvements. Lawyers reviewing options on charter contract renewal. Grant to help with cell phone policy</p>
Item 6	<p>I. Announcements: The next meeting of the Board will be held on August 19, 2025 at 5:30pm at the</p>

	CBA Eastside location at 2525 S. 101st E. Ave. Tulsa, OK 74129
Item 7	Public Comments:
Item 8	<p>I. Motion and Vote to Adjourn</p> <p>This concludes the business that came before the Board on July 22, 2025 and the motion to Adjourn the meeting was made by Board Member Samantha Powell and seconded by Board Member Caleb Leggett at 1:12 P.M.</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 ● Caleb Leggett, Member- yes ● Samantha Powell, Member- yes ● Sarah Schemmer, Member - yes ● Shai Kiser, Member- yes ● John Hart, Member- yes

The Agenda for the Regular Meeting on July 22, 2025 was posted on the website of College Bound Academy at 9:43am on 7/17/25 by Daisy Herrera, District Operations Manager. Notice of the meeting was filed with the Tulsa County Court Clerk at 8:39 am on 07/17/25.


College Bound Academy BOARD OF EDUCATION



 Daisy Herrera, Minute Clerk

8/19/25

 Date

Attest:


 President, Andrew Witter

8/19/25

 Date

