



College Bound Academy BOARD MINUTES

SPECIAL MEETING OF THE BOARD OF EDUCATION

Tulsa Charter: College Bound Academy
November 18, 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 November 18, 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 p.m. 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
- John Hart, Member
- Shai Kaiser, Member
- Caleb Leggett, Member
- Chris Mahnken, Member
- Julie Peters, Member
- Sarah Schemmer, Member

ABSENT MEMBERS OF THE BOARD:

- Samantha Powell, Member

STAFF MEMBERS:

- Andrea Warren, Executive Director; CFO, Non-Member, Advisory
- Ryan Briggs, Back-Up Board Clerk, Non-Member
- Olivia Ehle, Staff Member
- Silvia Turmero, Staff Member
- Thom Golden, Staff Member
- Brian Florence, Staff Member

- Clint McKee, Staff Member

PUBLIC:

- Eric Doss, OPSRC

<p><u>Roll Call:</u></p>	<p>Call to order at 12:03 p.m. 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 ● Christopher Gnaedig, Member ● John Hart, Member ● Shai Kaiser, Member ● Caleb Leggett, Member ● Chris Mahnken, Member ● Julie Peters, Member ● Sarah Schemmer, Member
<p>Item 1) Opening Exercises</p>	<p>Opening Exercises</p> <ol style="list-style-type: none"> Welcome 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 ● John Hart, Member ● Shai Kaiser, Member ● Caleb Leggett, Member ● Chris Mahnken, Member ● Julie Peters, 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> <ol style="list-style-type: none"> Meeting Agenda Minutes: <p>Motion to approve the Consent Agenda was made by Christopher Gnaedig and seconded by Sarah Shemmer</p>

	<p><i>The motion carried 8-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member - yes ● Christopher Gnaedig, Member - yes ● John Hart, Member - yes ● Shai Kaiser, Member - yes ● Caleb Leggett, Member - yes ● Chris Mahnken, Member - yes ● Julie Peters, Member - yes ● Sarah Schemmer, Member - yes
<p>Item 3 Action Agenda- Motion and vote on recommendations</p>	
<p>3-1.</p>	<p>Consider and take possible action to enter Executive Session pursuant to 25 O.S. § 307(B)(3), to discuss the purchase or appraisal of real property. Rationale: To discuss confidential matters related to the potential purchase, sale, or appraisal of real estate by the district, where public disclosure would violate the public interest or harm the negotiating position of the district.</p> <p>i. Vote to enter Executive Session Motion made by Board Member Christopher Gnaedig and seconded by Board Member Caleb Leggett.</p> <p><i>The motion carried 8-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member - yes ● Christopher Gnaedig, Member - yes ● John Hart, Member - yes ● Shai Kaiser, Member - yes ● Caleb Leggett, Member - yes ● Chris Mahnken, Member - yes ● Julie Peters, Member - yes ● Sarah Schemmer, Member - yes <p>Eric Doss presenting</p> <p>ii. Vote to Return to Open Session Motion made by Board Member Caleb Leggett and seconded by Board Member Julie Peters.</p> <p><i>The motion carried 8-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member - yes ● Christopher Gnaedig, Member - yes ● John Hart, Member - yes ● Shai Kaiser, Member - yes ● Caleb Leggett, Member - yes

	<ul style="list-style-type: none"> ● Chris Mahnken, Member - yes ● Julie Peters, Member - yes ● Sarah Schemmer, Member - yes <p>iii. Board President’s statement of minutes of executive session.</p>
3a.	<p>Consider and take possible action on the 2026 CBA Board Meeting Schedule.</p> <p>Discussion: Mr. Andrew Witter and Mrs. Andrea Warren explained the reasoning for the 2026 board meeting time. Mr. Shai Kaiser noted that all meetings being held at noon could be seen as restrictive, it was generally agreed that noon is best for most people.</p> <p>Motion to approve was made by Board Member Christopher Gnaedig and seconded by Board Member Sarah Schemmer. <i>The motion carried 8-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member - yes ● Christopher Gnaedig, Member - yes ● John Hart, Member - yes ● Shai Kaiser, Member - yes ● Caleb Leggett, Member - yes ● Chris Mahnken, Member - yes ● Julie Peters, Member - yes ● Sarah Schemmer, Member - yes
3b.	<p>Consider and take possible action on FY25 Certificate of Appropriations.</p> <p>Rationale: Each year as part of the process of creating a budget, each school district in Oklahoma creates an “estimate of needs,” an itemized estimate of proposed expenditures and anticipated revenues. A summary of the estimate of needs is printed in a local newspaper, and the full estimate of needs is presented to the county excise board after it has been approved by the College Bound Academy board. The certificate of appropriates was approved by the Tulsa County Excise Board.</p> <p>Discussion:</p> <p>Motion to approve was made by Board Member Christopher Gnaedig and seconded by Board Member Caleb Leggett. <i>The motion carried #0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member - yes

	<ul style="list-style-type: none"> ● Christopher Gnaedig, Member - yes ● John Hart, Member - yes ● Shai Kaiser, Member - yes ● Caleb Leggett, Member - yes ● Chris Mahnken, Member - yes ● Julie Peters, Member - yes ● Sarah Schemmer, Member - yes
3c.	<p>Consider and take possible action on purchasing 100 iPads from Apple. Rationale: To provide testing technology. FY25: \$0.00 FY26: \$42,395.00 Discussion: Mr. Shai Kaiser asked if pricing options were explored and staff explained that the best possible was sought.</p> <p>Motion to approve was made by Board Member Christopher Gnaedig and seconded by Board Member Caleb Leggett. <i>The motion carried 8-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member - yes ● Christopher Gnaedig, Member - yes ● John Hart, Member - yes ● Shai Kaiser, Member - yes ● Caleb Leggett, Member - yes ● Chris Mahnken, Member - yes ● Julie Peters, Member - yes ● Sarah Schemmer, Member - yes
3d.	<p>Consider and take possible action on FY26 contract with a ProTech Termite and Pest Services, Inc for monthly and as needed pest control services. Rationale: To provide pest-free campuses as TPS is no longer offering pest control services. FY25: \$0.00 FY26: \$5,400 Discussion:</p> <p>Motion to approve was made by Board Member Christopher Gnaedig and seconded by Board Member Julie Peters. <i>The motion carried 8-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member - yes ● Christopher Gnaedig, Member - yes

	<ul style="list-style-type: none"> ● John Hart, Member - yes ● Shai Kaiser, Member - yes ● Caleb Leggett, Member - yes ● Chris Mahnken, Member - yes ● Julie Peters, Member - yes ● Sarah Schemmer, Member - yes
3e.	<p>Consider and take possible action on FY26 contract with Pediatric Assessment and Counseling Services, LLC for telemetric evaluations.</p> <p>Rationale: To provide telemetric and psychometric assessments and evaluations.</p> <p>FY25: \$100,580.00 to 3M Psychometric Services FY26: \$90,000.00</p> <p>Discussion: Mrs. Andrea Warren explained relationships with current and former providers.</p> <p>Motion to approve was made by Board Member Christopher Gnaedig and seconded by Board Member Julie Peters.</p> <p><i>The motion carried 8-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member - yes ● Christopher Gnaedig, Member - yes ● John Hart, Member - yes ● Shai Kaiser, Member - yes ● Caleb Leggett, Member - yes ● Chris Mahnken, Member - yes ● Julie Peters, Member - yes ● Sarah Schemmer, Member - yes
3f.	<p>Consider and take possible action on Scribe Pro subscriptions.</p> <p>Rationale: To provide a service that facilitates the production of how-to guide PDFs in order to make the transfer of institutional knowledge more comprehensive and user-friendly.</p> <p>FY25: \$0.00 FY26: \$276.00/user/year</p> <p>Discussion: Mrs. Andrea Warren explained what staff does with Scibe. Mr. Shai Kaiser asked if it was for internal or external purposes, staff explained that guides will be shared with staff or scholars' families.</p>

	<p>Motion to approve was made by Board Member Christopher Gnaedig and seconded by Board Member Sarah Schemmer.</p> <p><i>The motion carried 8-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member - yes ● Christopher Gnaedig, Member - yes ● John Hart, Member - yes ● Shai Kaiser, Member - yes ● Caleb Leggett, Member - yes ● Chris Mahnken, Member - yes ● Julie Peters, Member - yes ● Sarah Schemmer, Member - yes
<p>3g.</p>	<p>Consider and take possible action on FY26 contract with SmartPass, Inc for a hall-pass management system..</p> <p>Rationale: To provide increased accountability and simplified classroom management.</p> <p>FY25: \$0.00 FY26: \$995.00</p> <p>Discussion: Mrs. Andrea Warren explained the system, there was discussion of its benefits, Mr. Bryan Florence has used it in the past and approves.</p> <p>Motion to approve was made by Board Member Christopher Gnaedig and seconded by Board Member Julie Peters</p> <p><i>The motion carried 8-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member - yes ● Christopher Gnaedig, Member - yes ● John Hart, Member - yes ● Shai Kaiser, Member - yes ● Caleb Leggett, Member - yes ● Chris Mahnken, Member - yes ● Julie Peters, Member - yes ● Sarah Schemmer, Member - yes
<p>3h.</p>	<p>Consider and take possible action on FY26 contract with VactionTracker.io for a new paid time off tracking application.</p> <p>Rationale: To provide a new system for tracking and submitting PTO.</p> <p>FY25: \$0.00 FY26: \$2,376.00</p> <p>Discussion: Mrs Andrea Warren explained that Time and Talent didn't function how we needed it to. Staff attendance was discussed.</p>

	<p>Motion to approve was made by Board Member Christopher Gnaedig and seconded by Board Member Sarah Schemmer.</p> <p><i>The motion carried 8-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member - yes ● Christopher Gnaedig, Member - yes ● John Hart, Member - yes ● Shai Kaiser, Member - yes ● Caleb Leggett, Member - yes ● Chris Mahnken, Member - yes ● Julie Peters, Member - yes ● Sarah Schemmer, Member - yes
<p>3i.</p>	<p>Consider and take possible action on having Image Builders (IB Acquisition, LLC) come to work on Brookside’s electronic marquee.</p> <p>Rationale: To repair the electronic sign so that it can be connected to and function properly.</p> <p>FY25: \$0.00 FY26: \$450.00</p> <p>Discussion:</p> <p>Motion to approve was made by Board Member Christopher Gnaedig and seconded by Board Member Caleb Leggett.</p> <p><i>The motion carried 8-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member - yes ● Christopher Gnaedig, Member - yes ● John Hart, Member - yes ● Shai Kaiser, Member - yes ● Caleb Leggett, Member - yes ● Chris Mahnken, Member - yes ● Julie Peters, Member - yes ● Sarah Schemmer, Member - yes
<p>3j.</p>	<p>Consider and take possible action on returning to Woodland Hills Mall for a recruitment event.</p> <p>Rationale: To provide recruitment opportunities. They will be recognizing last year’s pricing.</p> <p>FY25: \$3,200.00 FY26: \$3,200.00</p> <p>Discussion: Returning at the same price, was good event last year, as helpful for recruiting as any other event.</p>

	<p>Motion to approve was made by Board Member Christopher Gnaedig and seconded by Board Member Julie Peters.</p> <p><i>The motion carried 8-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member - yes ● Christopher Gnaedig, Member - yes ● John Hart, Member - yes ● Shai Kaiser, Member - yes ● Caleb Leggett, Member - yes ● Chris Mahnken, Member - yes ● Julie Peters, Member - yes ● Sarah Schemmer, Member - yes
3k.	<p>Consider and take possible action on amendments to the CBA Staff Handbook to take effect on November 19, 2025.</p> <p>Rationale: To provide clarity on staff procedures on signing-in and out daily, employee leave and paid time off, absences, and staff dress code.</p> <p>Discussion: Mrs. Andrea Warren explained: staff will be required to sign in and out when entering and exiting the building, citing increased security and staff attendance/accountability; certain days not to be eligible for staff PTO; dress code changes. Changes to be announced at staff meeting.</p> <p>Motion to approve was made by Board Member Christopher Gnaedig and seconded by Board Member Sarah Schemmer.</p> <p><i>The motion carried 8-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member - yes ● Christopher Gnaedig, Member - yes ● John Hart, Member - yes ● Shai Kaiser, Member - yes ● Caleb Leggett, Member - yes ● Chris Mahnken, Member - yes ● Julie Peters, Member - yes ● Sarah Schemmer, Member - yes
3l.	<p>Consider and take possible action to enter executive session for the purposes of discussing the employment and termination of Jeffrey Bianca, an individual salaried public employee, pursuant to Title 25, Section 307.B.1 of the Oklahoma Statutes.</p> <p>i. Vote to enter Executive Session</p> <p>Motion to go into Executive Session pursuant to 25 O.S. § 307(B)(3), to discuss the employment and termination of Jeffrey Bianca was made by Board Member Christopher Gnaedig and seconded by Board Member Julie Peters</p>

	<p>The motion carried 8-0 with the following votes:</p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member - yes ● Christopher Gnaedig, Member - yes ● John Hart, Member - yes ● Shai Kaiser, Member - yes ● Caleb Leggett, Member - yes ● Chris Mahnken, Member - yes ● Julie Peters, Member - yes ● Sarah Schemmer, Member - yes <p>ii. Vote to Return to Open Session</p> <p>The motion carried 8-0 with the following votes:</p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member - yes ● Christopher Gnaedig, Member - yes ● John Hart, Member - yes ● Shai Kaiser, Member - yes ● Caleb Leggett, Member - yes ● Chris Mahnken, Member - yes ● Julie Peters, Member - yes ● Sarah Schemmer, Member - yes <p>iii. Board President’s statement of minutes of executive session.</p>
3m.	<p>Staff Report November 2025:</p> <p>Consider and take possible action to approve new hires and separations. Mr. Brian Florence introduced to board members.</p>
3z.	<p>Purchase Orders November 2025:</p> <p>Consider and take possible action to approve new POs 80-86, and expand PO 7 for Apple Inc.</p>
4a.	<p>Executive Updates:</p> <ol style="list-style-type: none"> 1. Drop Out Report FY24: Mrs. Olivia Ehle explained the report’s time period, CBA only had four students on d.o.r. two years ago. 2. State of the School Presentation: Mrs. Olivia Ehle explained academics, OSTP & Mapp data use, report handout distributed, Mrs. Andrea Warren expanded certain points.
4b.	Finance Updates:
4c.	Development Updates:
4d.	Governance Updates:
5a.	Announcements:

	The next meeting of the Board will be held on December 16th, 2025 at 12:00pm at the CBA District Office location at 2525 S. 101st E. Ave. Tulsa, OK 74129
6	Public Comments: None
7	<p>I. Motion and Vote to Adjourn</p> <p>This concludes the business that came before the Board on November 18th, 2025 and the motion to Adjourn the meeting was made by Board Member Christopher Gnaedig and seconded by Board Member Julie Peters at 1:36 P.M.</p> <p><i>The motion carried 8-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member - yes ● Christopher Gnaedig, Member - yes ● John Hart, Member - yes ● Shai Kaiser, Member - yes ● Caleb Leggett, Member - yes ● Chris Mahnken, Member - yes ● Julie Peters, Member - yes ● Sarah Schemmer, Member - yes ●

The Agenda for the Special Meeting on November 18th, 2025 was posted on the website of College Bound Academy on November 13th, 2025 by Andrea Warren, Superintendent. Notice of the meeting was filed with the Tulsa County Court Clerk at 3:00 pm on November 13th, 2025.

College Bound Academy BOARD OF EDUCATION

Ryan Briggs, Minute Clerk

Date

Attest:

President, Andrew Witter

Date