



College Bound Academy BOARD MINUTES

REGULAR MEETING OF THE BOARD OF EDUCATION

Tulsa Charter: College Bound Academy
September 16, 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 September 16, 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 pm and on **Roll Call** the following were present:

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

- Andrew Witter, President, Member
- Chris Mahnken, Member
- Julie Peters, Member
- Samantha Powell, Member
- Shai Kaiser, Member
- John Hart, Member

ABSENT MEMBERS OF THE BOARD:

- Christopher Gnaedig, Member
- Caleb Leggett, Member
- Sarah Schemmer, Member

STAFF MEMBERS:

- Daisy Herrera, Board Clerk and Non-Member
- Andrea Warren, Executive Director; CFO, Non-Member, Advisory
- Olivia Ehle, Staff Member
- Silvia Turmero, Staff Member
- Thomas Golden, Staff Member
- Robin Peterson, Staff Member
- Clint McKee, Staff Member

PUBLIC:

- Eric Doss, OSPRC 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● Chris Mahnken, Member● Julie Peters, Member● Samantha Powell, Member● Shai Kaiser, Member● John Hart, Member
<p>Item 1) Opening Exercises</p>	<p>I. Opening Exercises</p> <ul 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● Chris Mahnken, Member● Julie Peters, Member● Samantha Powell, Member● Shai Kaiser, 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>a. Meeting Agenda</p> <p>Motion to approve the Consent Agenda was made by Board Member Chris Mahnken 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 ● Chris Mahnken, Member- yes ● Julie Peters, Member - yes ● Samantha Powell, Member- yes ● Shai Kaiser, Member- yes ● John Hart, Member- yes <p>b. Minutes: Board Meeting - August 19, 2025 c. Staff Report - September 2025 d. Financial Report prepared by treasurer, Jay Jenkins, for August 2025.</p>
<p>Item 3) Action Agenda- Motion and vote on recommendations.</p>	
<p>3A)</p>	<p>A) Consider and take possible action on FY26 contract with La Semana.</p> <p>Rationale: To provide advertising for student enrollment FY25: \$0.00 FY26: \$13,650</p> <p>Discussion: This item will help us connect with our community during enrollment and work in tandem with our social media ads.</p> <p>Motion to approve action on FY26 contract with La Semana was made by Board Member Julie Peters 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 ● Chris Mahnken, Member- yes ● Julie Peters, Member - yes ● Samantha Powell, Member- yes ● Shai Kaiser, Member- yes ● John Hart, Member- yes
<p>3B)</p>	<p>B. Consider and take possible action on contract with Iron Horse for FY26.</p>

Rationale: The safety of students, teachers, and staff is a fundamental priority in maintaining a productive and supportive learning environment.

Cost: \$39 per hour per armed guard per site. We have received \$183,829.62 in funds from the school resource officer program grant.

Discussion: Updated Contract: New security contract reflects adjusted hours, shifting coverage to 7:00 AM – 4:00 PM to align better with school hours. A grant will cover the majority of the costs. A purchase order has been submitted for \$200,000 to cover costs beyond the grant.

Officers will be *armed* and maintain a *visible presence* on campus. They will support during lunch periods and be present during afterschool activities, if needed. Officers will not be involved in any student discipline matters. Their primary role is to ensure safety by patrolling the campus and engaging positively with students.

Training & Certification:

Officers are CLEET-trained (Council on Law Enforcement Education and Training).

Additional details on officer certification and training will be provided in the next meeting.

Motion to approve a contract with Iron Horse for FY26 was made by Board Member Chris Mahnken and seconded by Board Member John Hart.

The motion carried 6-0 with the following votes:

- Andrew Witter, President, Member- yes
- Chris Mahnken, Member- yes
- Julie Peters, Member - yes
- Samantha Powell, Member- yes
- Shai Kaiser, Member- yes
- John Hart, Member- yes

<p>3C)</p>	<p>C. Consider and take action on the FY26 Estimate of Needs.</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 estimate of needs is prepared by Jenkins & Kemper, Certified Public Accountants, P.C.</p> <p>Discussion: none</p> <p>Motion to approve the FY26 Estimate of Needs was made by Board Member Julie Peters 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 ● Chris Mahnken, Member- yes ● Julie Peters, Member - yes ● Samantha Powell, Member- yes ● Shai Kaiser, Member- yes ● John Hart, Member- yes
<p>3D)</p>	<p>D. Consider and take possible action to approve the building fund.</p> <p>Rationale: To be able to transfer funds received from the Red Bud School Grant into the Building Fund for most allowable expenditures which will come from the Building Fund. These funds must be used for reasons outlined in the Public Common School Building Equalization Fund such as improving school sites, constructing, repairing, remodeling or equipping buildings, or acquiring school furniture, fixtures or equipment.</p> <p>Discussion: While this item received prior approval, we are requesting re-approval to ensure the current board is informed and aligned.</p> <p>Motion to approve the building fund was made by Board Member Samantha Powell and seconded by Board Member John Hart.</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 ● Chris Mahnken, Member- yes ● Julie Peters, Member - yes ● Samantha Powell, Member- yes ● Shai Kaiser, Member- yes ● John Hart, Member- yes
3E)	<p>E. Consider and take action on Medical Marijuana, Hemp & Cannabidiol (CBD) Policy.</p> <p>Discussion: none</p> <p>Motion to approve the Medical Marijuana, Hemp & Cannabidiol (CBD) Policy was made by Board Member Chris Mahnken and seconded by Board Member Julie Peters. <i>The motion carried 6-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Chris Mahnken, Member- yes ● Julie Peters, Member - yes ● Samantha Powell, Member- yes ● Shai Kaiser, Member- yes ● John Hart, Member- yes
3F)	<p>F. Consider and take action on Student Self-Administration of Asthma, Anaphylaxis, and Cystic Fibrosis Medication and Stocking of Epinephrine and Inhalers.</p> <p>Discussion: This item is part of accreditation requirements, students would now be allowed to carry their own medication instead of keeping it in the office. This is based on parent choice, and written confirmation from a parent or guardian is required, with no age limits.</p> <p>Motion to approve the Student Self-Administration of Asthma, Anaphylaxis, and Cystic Fibrosis Medication and Stocking of Epinephrine and Inhalers was made by Board Member Samantha Powell and seconded by Board Member Julie Peters. <i>The motion carried 6-0 with the following votes:</i></p> <ul style="list-style-type: none"> ● Andrew Witter, President, Member- yes ● Chris Mahnken, Member- yes ● Julie Peters, Member - yes ● Samantha Powell, Member- yes

	<ul style="list-style-type: none"> ● Shai Kaiser, Member- yes ● John Hart, Member- yes
<p>3G)</p>	<p>G. Consider and take possible action on purchase orders # 77 - 79</p> <p>Discussion: Defibrillator pads are included in the purchase orders and need to be replaced approximately every five years. While not all staff are CPR certified, all staff do participate in first aid training, which includes defibrillator training.</p> <p>Motion to approve purchase orders # 77 - 79 was made by Board Member Chris Mahnken and seconded by Board Member Julie Peters.</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 ● Chris Mahnken, Member- yes ● Julie Peters, Member - yes ● Samantha Powell, Member- yes ● Shai Kaiser, Member- yes ● John Hart, Member- yes
<p>3H)</p>	<p>H. Consider and take possible action to convene into Executive Session pursuant to 25 O.S. § 307(B)(3), to discuss the purchase or appraisal of real property.</p> <p>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>Motion to approve to convene into Executive Session pursuant to 25 O.S. § 307(B)(3), to discuss the purchase or appraisal of real property was made by Board Member Chris Mahnken and seconded by Board Member Julie Peters.</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 ● Chris Mahnken, Member- yes ● Julie Peters, Member - yes ● Samantha Powell, Member- yes ● Shai Kaiser, Member- yes ● John Hart, Member- yes

	<p>Board entered Executive session at: 12:23pm</p> <p>Board ended executive session and resumed regular session at: 1:07pm</p> <p>No Action Taken by board.</p>
Item 4	<p>a. Executive Updates</p> <p>i. Eric Doss from OPSRC presented an update on Board on Track. As part of the 918 fund initiative, some paraprofessionals are transitioning into teaching roles after completing their college degrees. Additionally, Board on Track offers training specifically for charter school board members. It is a charter school–exclusive support platform designed to strengthen governance and board effectiveness.</p> <p>b. Finance Updates</p> <p>c. Development Updates</p> <p>d. Governance Updates</p>
Item 5	<p>I. Announcements:</p> <p>a. The next meeting of the Board will be held on October 7, 2025 at 5:30pm at the CBA Brookside location at 1110 E. 45th Pl. Tulsa, OK 74105</p>
Item 6	Public Comments:
Item 7	New Business:
Item 8	<p>I. Motion and Vote to Adjourn</p> <p>This concludes the business that came before the Board on September 16, 2025 and the motion to Adjourn the meeting was made by Board Member Julie Peters and seconded by Board Member Chris Mahnken at 1:14 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 ● Chris Mahnken, Member- yes ● Julie Peters, Member - yes ● Samantha Powell, Member- yes ● Shai Kaiser, Member- yes

	<ul style="list-style-type: none"> • John Hart, Member- yes
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The Agenda for the Regular Meeting on September 16, 2025 was posted on the website of College Bound Academy at 10:05am on September 15, 2025 by Daisy Herrera, District Operations Manager.

College Bound Academy BOARD OF EDUCATION

Daisy Herrera, Minute Clerk

Date

Attest:

President, Andrew Witter

Date