



## Board of Directors Meeting February 17, 2022

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### **Board Members Present:**

**Staff Present:** Dean Ketchum, Lana Ingram, Patrick Duffy, Shelly Hickman

**By Invitation:** Bill Hickman, Eric Bledsoe

### **Minutes**

1. Meeting was called to order at 12:03 by Chair Nathaniel Harding. A quorum of voting members was present. Those present were Nathaniel Harding, Ellen Buettner, Mick Cornet, Gary Jones, Cristina McQuistion, Jennifer Monies, Megan Oftedal and Rick Rose. Absent was Teresa Truong.
2. After discussion, Gary Jones makes a motion to approve the Consent Agenda. The motion is seconded by Christina McQuistion. Board approves the Consent Agenda in a unanimous vote of all members present at the meeting:
  - a. Approval of Minutes from November 17, 2021 board meeting.
  - b. Approval of Minutes from February 10, 2022 special board meeting
  - c. Approval of November 2021, December 2021 and January 2022 Financial Reports
  - d. Approval of Purchase Orders #134-143
  - e. Approval of change orders to Purchase Orders# 2, 5, 8, 20, 22, 38, 42, 91, 94, 96 and 117.
  - f. Approval of the Encumbrance Register for November 17, 2021 through February 9, 2022.
3. Board discusses and considers a possible action to make a change order to Purchase Order 38 for Keystone Food Services by \$90,000. Head of School Dean Ketchum explains this is the result of some Fiscal Year 2021 claims for Keystone being processed in the current fiscal year, therefore depleting what had been encumbered for Keystone for this school year. Board discusses the value in reviewing the current contract and budgeted amount with Keystone prior to the next budget cycle, comparing what is invoiced and budgeted to what is reimbursed to the school, to get a full picture of the cost of child nutrition for John Rex. Cristina McQuistion makes a motion to approve the change order and the motion is seconded by Gary Jones. Board approves the change order in a unanimous vote of all members present at the meeting.
4. Head of School Dean Ketchum provides the Board a head of school update. He reminds the Board about the upcoming Fuel Up fundraiser and the Book Fair and indicates middle school enrichment programs are proceeding well. He reports that all full-time staff were given a \$1,000 stipend for Covid relief/hazard duty pay and that the school is awaiting approval of its ESSER III application. He reports the school has applied for grants with both the Zarrow Family Foundation and the Inasmuch Foundation and that the school's spring accreditation visit from the Oklahoma Department of Education will occur in March. He concludes with indicating because of a change in state law regarding open transfers, the school is working with its legal counsel to ensure it is in compliance and may have to change transfer policies related to the middle school.

At 12:57 p.m. Rick Rose leaves the Board of Directors meeting.

5. Jennifer Monies makes a motion to accept the resignation of Traci Brannon as both Encumbrance and Board Clerk. Gary Jones seconds the motion. The motion carries with a vote of 7-0, with Harding, Buettner, Cornett, Jones, McQuistion, Monies and Oftedal voting.
6. Jennifer Monies makes a motion to approve personnel to replace Traci Brannon's Board authorized roles for the Board for the remainder of the school year, with Shelly Hickman assuming the roles of Encumbrance Clerk and Activity Fund Custodian and Shayla Lovett, as Board Clerk. Gary Jones seconds the motion. The motion carries with a vote of 7-0 with Harding, Buettner, Cornett, Jones, McQuistion, Monies and Oftedal voting.
7. After discussion, the Board tables the agenda item for the 2022-2023 school calendar. Nathaniel Harding indicates the calendar needs to be adopted before the April 2022 Board of Directors meeting and so he will schedule a Special Board meeting for March. During the discussion, Mick Cornett leaves the meeting at 1:06 p.m. and Jennifer Monies leaves the meeting at 1:15 p.m.



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8. A presentation and discussion of the school's 2020-2021 is made by Eric Bledsoe, an auditor with Bledsoe, Hewett & Gullekson. Ellen Buettner makes a motion to approve the 2020-2021 audit and Gary Jones seconds the motion. The audit is approved in a 5-0 vote with Harding, Buettner, Jones, McQuistion and Oftedal voting.
9. The Board considers a contract and engagement letter with Bledsoe, Hewett & Gullekson for the 2021-2022 audit. Ellen Buettner makes a motion to approve the contract to engage the firm and the motion is seconded by Gary Jones. The motion carries in a 5-0 vote with Harding, Buettner, Jones, McQuistion and Oftedal voting.
10. Given the time, Nathaniel Harding indicates presentation, discussion and possible action on approving aspirational goals for the district need to be postponed until a special board meeting in March.
11. At 1:28 p.m. the meeting is adjourned because of a lack of a quorum.