

John Rex Charter Board of Directors Meeting Minutes

September 22, 2022

Board Members Present on Location: Ellen Buettner, Gary Jones, Cristina McQuiston, Jennifer Monies, Teresa Truong

Staff Present: Shelly Hickman, Shayla Cornett, Lana Ingram, Patrick Duffy

Board Legal Counsel: Bill Hickman

Guests of the Board: Pam Campbell and Andi Fugate on behalf of Treasurer Jay Jenkins

Minutes

Due to lack of quorum, the meeting is not officially called to order at noon but rather non- action items on the Board agenda are discussed until there is a quorum.

1. **Starting with Agenda Item 7: Leadership Update-** Given by Lana Ingram, Patrick Duffy and Shelly Hickman.
 - a. **General Update.** Lana Ingram presents general updates including Summit Parent Nights, “We Love OKC” Community Partners, Donuts with Duffy & Lattes with Lana, Boosterthon, Literacy Night, and general Communication efforts of the school. Patrick Duffy presents information regarding Middle School Electives, expounding on the new fishing elective in Scissortail Park.
 - b. Patrick Duffy presents **Biss/Counseling**, indicating the school is assigned to Redrock and is waiting on Finalization to move forward. He suggests that a combination of a counselor and the BISS partnership may be a good way to move forward.
 - c. **Fall Accreditation.** Leadership indicates that it was completed this morning with the school’s regional accreditation officer, Brent Meeks, and no problems occurred.
 - d. **Federal Programs Monitoring.** Shelly Hickman indicates that the school is among those randomly identified by the State Department of Education for auditing, which is on a three-year cycle.

Jennifer Monies enters at 12:20 pm making a Quorum

2. **Jennifer Monies calls the meeting to order at 12:23 p.m.**
3. **Consent Agenda.** Jennifer Monies asks for questions. No questions being posed, Gary Jones motions to approve the consent agenda. Ellen Buettner seconds. All board members present are in favor and the motion passes unanimously.
4. **Fiscal Year 2023 Estimate of Needs-** The Treasurer’s office presents via Zoom to present with Andi Fugate presenting the Fiscal Year 2023 Estimate of Needs on behalf of her employer and the school’s contracted Treasurer, Jay Jenkins.. Gary Jones requests Jay Jenkins to make a priority to be at the next finance committee meeting so that specific questions can be answered. Gary Jones asks Bill Hickman to explain what the Estimate of Needs is for board members and Hickman responds that it is the school’s official budget and it is filed with the county and also given to the State Department of Education.. Gary Jones motions to approve. Ellen Buettner seconds. With all of the Board members present being in favor, the motion unanimously passes.
5. **Finance Committee Update.** Gary Jones presents, indicating the Finance Committee has a goal to ascertain what the actual amount of money to run the school is, as well as understanding the flow of money to understand what are the real costs and expenditures versus what has been contributed by the federal government through ESSER funds because of the COVID 19 pandemic.
 - a. Fundraising Subcommittee is asked to be formed under the Finance Committee. Shelly Hickman has applied for two grants since the last Board meeting with Devon Energy. The applications were for \$50,000 for a Rooftop Stem Garden for the school and \$30,000 for general operations for Middle School Enrichment. Jennifer Monies moves to approve the Fundraising Subcommittee. Teresa Truong seconds. With all board members being present in favor, the motion passes unanimously.
6. **Strategic Planning Committee update.** Teresa Truong indicates the committee is working with the Oklahoma Public School Resource Center for a Head of Schools Search. The group is working on an official job description and rubric for the Head of School and discussing data that would be helpful and meaningful.
7. **PTA Update.** PTA President Pam Campbell gives information about Building Community with Movie Night, Fundraising and Spirit Wear Sale raising \$7400; and that she is hopeful a Plant Sale, Merchandise Sale, Brick Sale, and the annual Fuel Up will be very successful this year. She believes PTA communications are going well

and are professional, consistent, and coordinated with the school. Community support involves Beautification Day, Working with Teachers for Outreach Efforts. She further indicates the PTA's Diversity Committee has the Parade of the Americas coming up and that a new "Family Support Fund" will proactively raise funds through out-of-uniform days for families in need within the school community.

8. Leadership Update Continued:

e. **Substitute Pay:** Patrick Duffy indicates John Rex currently pays more than Edmond and Moore Public Schools, but less than Oklahoma City Public Schools, which is JRCE's main competitor for substitutes. He proposes paying substitutes more competitively and per the schedule provided in the Board Packet. Ellen Buettner motions approval. Gary Jones seconds the motion. With all members present being in favor, the motion passes unanimously.

f. **Internal School Committees:** Patrick Duffy presents the Curriculum, Parent/Community Outreach, Safe School & Healthy/Fit School, School Policies & Procedures, and the Social Committee. Gary Jones Motions for approval, Ellen Buettner seconds, With all members present being in favor, the motion passes unanimously.

g. **Participation in the state's Public School Oklahoma Income Tax Program** by utilizing services provided by the Catalyst Education Fund facilitated by the Oklahoma Public School Resource Center. Shelly Hickman indicates the school could make this part of its overall fundraising efforts. She indicates that if an entity or individual makes a two-year commitment to the school, they would get a 75% tax credit on their contribution. Bill Hickman makes everyone aware that other clients of his have put contribution floors in place, such as no less than \$5,000, because there is a lot of paperwork involved for each contribution, indicating that would require future board action. Gary Jones motions to approve using the Catalyst Fund. Ellen Buettner seconds. With all members present being in favor, the motion passes unanimously.

9. **Student Discipline Policy:** Lana Ingram indicates changes have been made in the Family and Student Handbook. While there were not a lot of changes, there is more detail in the policy than what is in Board policy and families and staff need to understand both policies are aligned. Bill Hickman agrees. Lana Ingram recommends the Board policy be amended with the single line delineated in the Board packet that underscores that the Board and Family and Student Handbook are fully aligned, and that the Family and Student Handbook be used for specific detail. Gary Jones motions for approval. Teresa Truong seconds. With all members present being in favor, the motion passes unanimously. .
10. **Prohibition of Race and Sex Discrimination Policy in compliance with House Bill 1775.** Bill Hickman presents, indicating he has attempted to put together a four-page policy that summarizes the law and administrative rules in a straightforward manner. Christina McQuinston poses questions regarding policy and Bill Hickman provides answers with supportive statements from Patrick Duffy regarding real-life scenarios. Gary Jones motions for approval, Ellen Buettner seconds. With all members present being in favor, the motion passes unanimously.
11. **New Business:** Shelly Hickman proposes moving general fund PO's into the building fund, indicating this was a recommendation of the Treasurer. She further indicates she was not aware until the day prior that this would require Board action as the Board had previously approved the same encumbrances in the General Fund. Gary Jones moves for approval, Teresa Truong seconds. With all members present being in favor, the motion passes unanimously.
12. **Executive Session** occurs to discuss additional compensation for the 22-23 school year for Lana Ingram, the Director of Elementary Education, and Patrick Duffy, Director of Secondary Education and Interim Superintendent.
- a. Gary Jones votes to move into executive session. Ellen Buettner seconds. With all members present being in favor, the motion passes unanimously.
 - b. Board returns to Open Session. Gary Jones motions to return and Ellen Buettner second. With all members present being in favor, the motion passes unanimously.
 - c. Bill Hickman indicates the board met, all members present were in the executive session with legal representation but that no votes were cast and no actions were taken.
 - d. Jennifer Monies motions to give Patrick Duffy a one-time bonus of one month's base salary for working in July. Teresa Truong seconds. With all members present being in favor, the motion passes unanimously.
 - e. Jennifer Monies motions to give Lana Ingram a one-time bonus of one month's base salary for working in July. Ellen Buettner seconds. With all members present being in favor, the motion passes unanimously.

13. **Jennifer Monies moves to adjourn meeting.** Gary Jones seconds. With all members present being in favor, the motion passes unanimously and the meeting is adjourned at 1:50 p.m.