



## Board of Directors Special Meeting February 16, 2024

**Board Members Present:** Cristina McQuiston, Mick Cornett, Megan Oftedal and Ellen Buettner

**Staff Present:** Patrick Duffy and Shelly Hickman

### Minutes

- 1. With no quorum present by 3:06 p.m., Superintendent Duffy discussed items on the agenda that were not action items in need of a vote. At 3:32 p.m. a quorum was present and the meeting was called to order.**

At 3:06 p.m., Cristina McQuiston, Mick Cornett and Megan Oftedal were in attendance. Aware that a fourth member Ellen Buettner was in route to the meeting, Board members asked general questions about upcoming school events and Superintendent Patrick Duffy gave an update on the elementary principal search. He indicated that a committee comprised of himself, staff, and Board member Truong had considered 40 applications and had finished interviews. He indicated that a candidate to extend an offer had been identified and he would be following through in extending that offer within the next day. At 3:32 p.m., Buettner arrived and officially called the special meeting to order.

- 2. The Board voted to approve the Consent Agenda.**

Mick Cornett made the motion to approve and Cristina McQuiston seconded. All members of the Board in attendance at the meeting voted to approve.

- 3. The Board voted to approve the district's Fiscal Year 2023 audit, presented by auditor Shane Murphy with the firm of Bledsoe Hewett & Gullekson Certified Public Accountants, PLLLP.**

Auditor Shane Murphy attended the meeting via a Zoom conference call and walked the Board through each section of the audit, explaining that section's purpose. He explained these sections were universal to annual school independent audits. He applauded the school for auditors identifying no findings in the Fiscal Year 2023 audit. Cristina McQuiston asked him to explain the one recommendation in the audit's management letter. He indicated that the recommendation was that all invoices or shipping receipts be initialed and dated so that services could be validated. McQuiston asked Shelly Hickman if that was being done. Hickman indicated that shipping receipts had always been dated and initialed but that auditors had not asked to see them during the audit. However, she said that since receipt of the audit, both invoices and shipping receipts were being initialed and dated and the shipping receipts were being attached to relevant invoices, as well. With no further questions from the Board, Mick Cornett made the motion to approve and Megan Oftedal seconded. All members of the Board in attendance at the meeting voted to approve.

- 4. The Board voted to cancel the July 17, 2024 regular Board of Directors meeting.**

Superintendent Patrick Duffy indicated the Board legally had to meet no less than 10 times a year and that July had been identified as a month that it was not believed it would be necessary



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to meet. By canceling the meeting now, it was hoped Board members could have more flexibility with any summer vacation plans. Mick Cornett made the motion to approve and Megan Oftedal seconded. All members of the Board in attendance at the meeting voted to approve.

**5. The Board voted to approve a fixed-price contract with United Mechanical for HVAC repair and maintenance.**

Superintendent Patrick Duffy indicated that HVAC repairs this school year had been much higher than previous years and that he believed preventative maintenance was in order to optimize the HVAC system and hopefully lower costs over time. He said he had reached out to other charter leaders renting Oklahoma City Public Schools buildings and that is how he identified United Mechanical, who was working with several of them and was highly recommended. Mick Cornett made the motion to approve the fixed-price contract and Megan Oftedal seconded. All members of the Board in attendance at the meeting voted to approve.

**6. The Board voted to pay the University of Oklahoma \$60,000 for construction of a greenhouse and STEM garden.**

Superintendent Duffy told the Board that while they had previously been privy to greenhouse designs and had indicated support for the school having a greenhouse, they needed to approve the construction cost in advance of any construction because it exceeded his purchasing threshold in the bylaws. He further indicated that with their approval, the greenhouse could be finished and ready for a ribbon cutting by May. Mick Cornett made the motion to approve and Cristina McQuiston seconded. All members of the Board in attendance of the meeting voted to approve.

**7. Patrick Duffy gave a Leadership update.**

Superintendent Duffy reiterated that a committee comprised of himself, staff, and Board member Truong had considered 40 applications and had finished interviews. He indicated that a candidate to extend an offer had been identified and he would be following through in extending that offer within the next day.

**8. There was no PTA Update as Pam Campbell was unable to attend the meeting.**

**9. There were no comments by board members, school staff or public comments.**

**10. The meeting adjourned at 4 p.m.**

Megan Oftedal moved to adjourn the meeting and Mick Cornett seconded. All members of the Board in attendance at the meeting approved.