

**Minutes of the Regular Meeting of  
Virtual Education Servicers Association  
aka eSchool Virtual Charter Academy  
eSchool Virtual Charter Academy Offices  
2403 South Division St. Suite B  
Guthrie, Oklahoma**

**Tuesday, August 9, 2022 at 6:00 p.m.**

Virtual Education Services Association (aka eSchool Virtual Charter Academy Board of Governance) met in a regular meeting at 6:00 p.m. on Tuesday, July 12 at the eSchool Virtual Charter Academy offices located at 2403 S. Division Suite B, Guthrie, OK. The final agenda was posted by 2:00 p.m. on Monday, August 8 at the principal offices of eSchool Virtual Charter Academy 2403 S. Division Suite B, Guthrie, OK.

Board Members Present: Rodney Poplin, Board President  
Diane Vaughan, Board Vice President  
Kristin Montarella, Board Clerk  
Brandi Yearout

Others Present: Allison Young, Head of School  
Robbie Rainwater, Head of Operations  
Dennis Schulz, CFO/Treasurer  
Sarah Dablemont, Minutes Clerk  
Kylie Sanders

1. The meeting was called to order by President Poplin at 6:00 p.m. Members Rodney Poplin, Diane Vaughan, and Kristin Montarella were present for roll call. A quorum was established.
2. President Poplin read the School Mission.
3. President Poplin read the Statement of Compliance with the Opening Meeting Act.
4. Mr. Poplin made a motion to approve the minutes of the July 12, 2022 regular meeting. Mrs. Montarella seconded. The motion passed unanimously.
5. President Poplin welcomed everyone.
6. There were no public comments.

7. Mrs. Young gave the Head of School Report

- Enrollment Update: At that time, over 390 students were enrolled. On average adding 30-35 students per day.
- In-service Update: Teachers met in person at Meridian Tech and had group and break out sessions which covered the handbooks, calendars, policies and procedures.
- Internal Enrollment and Attendance Audit: Mrs. Young met with Skylar Lusnia about student attendance and the audit went well.
- Continuing Education for Board Members: In the next 15 months, board members need to complete continuing education courses.

8. Administration

- A. Mr. Poplin made a motion to approve the Treasurer's report through July 31, 2022. Mrs. Montarella seconded. The motion passed unanimously.
- B. Mrs. Vaughan made a motion to approve the increase of \$4,000 to Encumbrance PO 2022-11-13. Mrs. Montarella seconded. The motion passed unanimously.
- C. Mr. Poplin made a motion to approve Brandi Yearout as a member of the Virtual Education Services Association Governance Board. Mrs. Vaughan seconded. The motion passed unanimously. Brandi Yearout took the oath of office.
- D. Mrs. Montarella made a motion to approve the 2022-2023 Faculty Handbook. Mr. Poplin seconded. The motion passed unanimously.
- E. Mrs. Vaughan made a motion to approve the 2022-2023 Student Handbook. Mrs. Montarella seconded. The motion passed unanimously.
- F. Mr. Poplin made a motion to approve the 2022-2023 Policies and Procedures Manual. Mrs. Montarella seconded. The motion passed unanimously.
- G. Mr. Poplin made a motion to approve the authorization of Allison Young, as Head of School, to sign all current fiscal year expenditure reports, disbursements, and cash receipts filed with the Oklahoma Department of Education (OSDE) for the purpose and objectives sent forth in the terms and conditions of the federal awards(s). Mrs. Vaughan seconded. The motion passed unanimously.
- H. Mrs. Vaughan made a motion to approve the management services written notice in reference to the methods, means, and manner by which maintenance of student records, SIS implementation, and LMS implementation are provided. Mr. Poplin seconded. The motion passed unanimously.

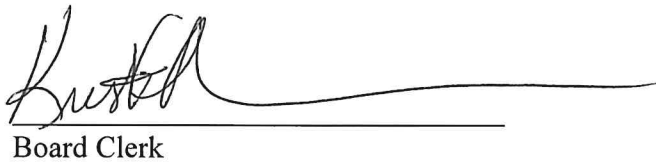
- I. Mr. Poplin made a motion to approve the surplus of three office computers as was provided in the attached sheet. Mrs. Montarella seconded. The motion passed unanimously.
- J. Mr. Poplin made a motion to approve the change made to the 2022-2023 school calendar to adjust the start date to August 22, 2022. Mrs. Vaughan seconded. The motion passed unanimously.

9. There was no new business.

10. Mrs. Montarella made a motion to adjourn. Mr. Poplin seconded. The motion passed unanimously and the meeting adjourned at 7:15 p.m.



Board President



Board Clerk