

**OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS**

**BOARD OF TRUSTEES  
Executive Committee**

**Oklahoma School of Science and Mathematics  
1141 North Lincoln Boulevard  
Oklahoma City, Oklahoma**

**February 10, 2015  
11:00 a.m.**

Present: Dan Little, David Drennan, Jack Coffman, Geoff Simpson and Donna Windel.

OSSM Staff: Frank Wang, Lynn Morgan, Suzanne Donnolo, Pam Felactu, Shannon Gorbet, Johanna Lee, Xifan Liu and Lori Webster.

Absent: Mary Ann Bauman.

The Executive Committee of the Board of Trustees of the Oklahoma School of Science and Mathematics held a meeting at 11:00 a.m., February 10, 2015, at 1141 North Lincoln Boulevard, Oklahoma City, Oklahoma. The Board conducted the meeting in accordance with the agenda, a copy of which is attached.

Little called the meeting to order at 11:02 a.m.

**Take Action on Minutes of Executive Committee Meeting November 11, 2014:** Little asked for additions or corrections to the minutes of the meeting of November 11, 2014. Drennan moved approval of the minutes. Simpson seconded. Vote as follows: Little, yes; Drennan, yes; Coffman, yes; and Simpson, yes. Windel had not yet arrived.

**Report from Chief Academic Officer:** Liu discussed Curriculum and Instruction, Recent Developments, and Special Events in the Report from Chief Academic Officer in Attachment 2. Liu added that the OSSM Robotics Team placed #17 of 39 teams in the regional competition on February 6 and Professor Kelly Chaves is the new coordinator of the Fine Arts Program. Liu answered questions from the members of the board and mentioned that the college admission notifications will be coming out the first week of April and two students received early decision notifications from M.I.T., one from Stanford, one from Duke, and 2 from CalTech.

Windel arrived at 11:08 a.m.

**Report from the Director of Admissions:** Donnolo referred everyone to the OSSM Admissions Shadows 2014-15 Map in Attachment 3. Donnolo added that last year at this time there were 55 open files compared to 69 open files this year; the application deadline for the Class of 2016 is March 5; paper screening will be Thursday, March 12, with interviews on Saturday, April 25; on March 4 all the girls will be attending the Women's Forum in Tulsa and all the juniors will visit the University of Tulsa that afternoon. Donnolo answered questions from the members of the board.

**Report from the Director of Development:** Felactu distributed Development Report (copy attached), highlighted the Giving & Donors, Grants, and Projects and added that 67% of the Foundation income and 89% of the expenses is program related. Felactu mentioned that Lance Benham is the Chair of the OSSM Foundation Board and Lissa Blaschke is the Chair of the Outreach Committee.

**Report from Chief Fiscal Officer:**

Construction Update: Morgan reported that the two things lacking on the punch list will be taken care of in the next three or four weeks and the final punch list should be cleared by the middle of March. The warranty has not started.

Financial Operations Update: Morgan mentioned that this is the last year for the security contract; the 18 month audit of P-card transactions was just finished and results will be available in the next couple of weeks. Morgan provided everyone with a copy of the Governor's FY 2016 Budget (copy attached).

Morgan answered questions from the members of the board.

**Report from the President:** Wang called on Webster. Webster reported that a day at the Capitol as well as a picnic on the OSSM campus for the legislators and family as well as their staff and family are being planned for April; student visits with the legislators are being scheduled through March; over 50 teachers will attend Teacher Appreciation Day on March 11; 125 people attended the Leadership Oklahoma City lunch where Superintendent Hofmeister was the speaker; promotional and recruitment material is in place for international students and the Summer Academy and Dr. Richards is exhibiting at a Summer Camp Fair in Dallas; several workshops and events are being scheduled under the facility rental portion of SB 1131; a few more articles about OSSM will be published; and Dr. Lease will be visiting some rural schools.

Wang distributed and discussed the Report from the President (copy attached) in regard to External Matters, Internal Matters, and Progress on New Initiatives. Wang answered questions from the members of the board.

**New Business:** No new business was required.

**Adjournment:** Meeting adjourned at 12:12 p.m.