

**OKLAHOMA SCHOOL OF SCIENCE AND
MATHEMATICS**

BOARD OF TRUSTEES



Tuesday, April 11, 2017

**Oklahoma School of Science and Mathematics
1141 North Lincoln Boulevard
Oklahoma City, Oklahoma 73104
(405) 521-6436 FAX (405) 521-6442**

OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS

BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING

Oklahoma City, Oklahoma

April 11, 2017

11:00 a.m.

- I. Call to Order
- II. Roll Call
- III. Discussion and Possible Action on Minutes of Board of Trustees Meeting of February 14, 2017 (Attachment 1)
- IV. Report from Chief Academic Officer (Attachment 2)
 - Curriculum and Instruction
 - Special Events
- V. Report from the Director of Development
 - Giving and Donors
 - Grants
 - Projects
 - Outreach, Visitors & Tours
- VI. Report from Chief Fiscal Officer
 - Financial Operations Update
- VII. Report from the President
 - External Matters (Outreach/Public and Governmental Relations)
 - Internal Matters (Personnel and Residential Life)
- VIII. New Business: Any Matter Not Known About or Which Could Not have Been Reasonably Foreseen Prior to the Time of Posting of the Agenda (as defined in Oklahoma Statutes Title 25, Section 311 (A)(9))
- IX. Adjournment

Minutes of Board of Trustees
Executive Committee Meeting

Attachment 1

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 14, 2017
11:00 a.m.**

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

OSSM Staff: Samantha Chappell, Shannon Gorbet, Liz Heigle, Xifan Liu, Lynn Morgan and Frank Wang

Absent: Geoff Simpson

Guest: n/a

The Executive Committee of the Board of Trustees of the Oklahoma School of Science and Mathematics held a meeting at 11:00 a.m., November 8, 2016 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 11:04 a.m.

Take Action on Minutes of Executive Committee Meeting November 8, 2016: Little asked for additions or corrections to the minutes of the meeting of November 8, 2016. Drennan moved approval of the minutes. Coffman seconded. Vote as follows: Little, yes; Coffman, yes; Drennan, yes; and Windel, yes.

Report from Chief Academic Officer: Liu reported that 41 seniors are participating in a mentorship along with two juniors. There will be two important all school assemblies; Mike Wells who is the Strategic COE Leader from GE Global Research will speak at the assembly on March 22 and Mubeen Shakir an OSSM alumni and Rhodes Scholar will speak on March 29th. On February 15, OSSM will conduct the AMC 12B. The first six weeks grades are due this Friday. 32 juniors participated in the PSAT and are in the top 99 percent in the nation. Liu concluded his report stating that OSSM is leading the OKML by 2 points with Norman North in second place. Liu answered questions from the Board.

Executive Order 2015-46: Little moved this item up on the agenda. A year ago, Governor Fallin passed Executive Order 2015-26 which states that any agency has to get the Secretary of State's approval for expenditures over \$10,000. Morgan has four items needing approval by the Board, two of which the Secretary of State has previously approved. Morgan asked for approval on the following items; ILCO Door Locks in the amount of \$14,713.20, Bid for Janitorial Contract for the last 4 months FY17 in the amount of \$85,000.00, Video Reality for 16 Smartboards in the amount of \$55,528.00 and 16 Dell Computers for Smartboards in the amount of \$15,000.

Chairman Little asked if there was a motion, Coffman made a motion for approval.

Coffman moved approval of motion. Drennan seconded. Vote as follows: Little, yes; Coffman, yes; Drennan, yes; and Windel, yes.

Report from the Director of Admissions: In Morris' absence, Wang gave the report. Wang reported that admissions to OSSM are up nearly 30 percent than in previous years with 65 current applicants. Sneak Peek and the Middle School Math Contest is set for Saturday March 25th and will run simultaneously on campus for the first time. Wang concluded the report stating that he conducts a senior interview with every senior student and many have stated that the first time they heard about OSSM was during the Middle School Math Contests. There were no questions from the Board.

Report from the Director of Development: In Felactu's absence, Wang gave the report. Wang reported that giving is up to 160 percent for 2016. Quantum Experience is scheduled for March 31st and is a big fundraising event for OSSM. This year the keynote speaker will be Dr. Geoffrey Beach who is an OSSM alumni and known for his nanotechnology research. There were no questions from the Board.

Report from Chief Fiscal Officer: Morgan reported that the janitorial bid will close at the end of February 14, 2017. He hopes to have the company selected and take over the campus by the end of February. Morgan is working with Liu and the departments in indentifying the needs for updating instructional and laboratory equipment, supplies and textbooks. Morgan answered questions from the Board.

Report from the President: Wang reported on the Governor's State of the State address. Last year, the governor named OSSM by name as one of seven agencies that provide critical core services and therefore should receive reduced cuts. In the very end, we received a cut of 2.5 percent. This year, we were not named in the State of the State address but we were also not recommended for any budget cuts. Wang and Morgan met with the Secretary of Education, Natalie Shirley earlier this month regarding expenses and personnel decisions. Key legislators are terming out or have retired and Wang is working on building relationships. The Chinese Cultural Exchange Center plans to send about 20 paying Chinese students to OSSM this summer for a camp. Wang attended a Bradley Breakfast, spoke at a Norman Kiwanis club meeting and attended a Groundbreaking Ceremony for a Interdisciplinary STEM building at UCO. Wang mentioned that OSSM is in the process of hiring a computer science and mathematics instructor. The hiring process involves candidates teaching classroom demonstrations. Wang concluded his report discussing personnel and staffing topics. Wang and Morgan answered questions from the Board.

Chairman Little left the meeting at 12:09pm

New Business: No new business was required.

Adjournment: Vice Chairman Drennan adjourned the meeting at 12:20 pm

OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS

BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING

Oklahoma City, Oklahoma

November 8, 2016

11:00 a.m.

- I. Call to Order
- II. Roll Call
- III. Discussion and Possible Action on Minutes of Board of Trustees Meeting of July 12, 2016 (Attachment 1)
- IV. Report from Chief Academic Officer
 - Curriculum and Instruction
 - Special Events
- V. Report from the Director of Admissions
 - Class of 2018
 - Outreach
 - Registrar
- VI. Report from the Director of Development
 - Giving and Donors
 - Grants
 - Projects
 - Outreach, Visitors & Tours
- VII. Report from Chief Fiscal Officer
 - Financial Operations Update
- VIII. Report from the President
 - External Matters (Outreach/Public and Governmental Relations)
 - Internal Matters (Personnel and Residential Life)
- IX. Discussion and Possible Action on Proposed Governor's Scholars Program
- X. New Business: Any Matter Not Known About or Which Could Not have Been Reasonably Foreseen Prior to the Time of Posting of the Agenda (as defined in Oklahoma Statutes Title 25, Section 311 (A)(9))
- XI. Adjournment

Report from Chief Academic Officer

Executive Committee Meeting

Attachment 1

REPORT FROM CHIEF ACADEMIC OFFICER

April 11, 2017

GOOD NEWS ITEMS

- Seven OSSM students participated in GREAT Days at OUHSC, March 29-31.
- The 15th Annual OSSM Middle School Mathematics was held on Saturday, March 25. 236 middle school students were in campus for the OSSM Annual Math Contest.
- OSSM annual sneak peek (a recruiting activity) was held on Saturday, March 25. 59 students and 111 parents were in campus for the activities.

CURRICULUM AND INSTRUCTION

- OSSM 2nd grading period ends on Friday, April 7.
- The Academic Committee will review and follow through on progress reports during the week of Monday, April 10.
- Special preparation procedures and sessions for Advanced Placement Examinations are being initiated in Chemistry, Computer Science, Mathematics and Physics departments.

COLLEGE/UNIVERSITY ADMISSIONS/SCHOLARSHIPS/FINANCIAL AID

- Some seniors are arranging “final decision” campus visits.
- A detailed summary of OSSM college admission information will be presented for the next board meeting.

NOTABLE EVENTS

4/15-18, Sat.-Tue.	4-day extended weekend
4/22, Saturday	OSSM Prom
4/27, Thursday	Student Fine Arts Performance, Art Show, and Ballroom Competition
4/29, Saturday	Interview Day for Semifinalists of Class 2019
5/1-12, Mon-Fri	Two-Week of Advanced Placement Exams
5/4, Thursday	Fine Arts Silent Auction, 5:00-6:30, location TBA
5/6, Saturday	History Test (Jrs./Srs. 8:30-10:50 am)
5/13-15, Sat-Mon	Extended Weekend
5/16, Tuesday	OSSM Annual Award Ceremony, 2:30-4:30
5/22-26, Mon-Fri	Final Exams
5/27, Saturday	Commencement