

OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS

BOARD OF TRUSTEES

Oklahoma City, Oklahoma

March 13, 2018

11:00 a.m.

- I. Call to Order by Chairman Dan Little
 - a. Introduction of New Board Member Mr. Gary Ellis
- II. Roll Call
- III. Discussion and Possible Action on Minutes of Board of Trustees Meeting of December 12, 2017
- IV. Report from the Interim Chief Academic Officer
 - a. Curriculum and Instruction
 - b. Special Events
- V. Report from the Director of Admissions
 - a. General Update
- VI. Report from the Director of Development
 - a. Giving and Donors
 - b. Grants and Projects
 - c. Outreach, Visitors, and Tours
- VII. Report from the Chief Fiscal Officer
 - a. Financial Operations Update
- VIII. Report from the Director of Public Information
 - a. New Website
- IX. Report from the President
 - a. External Matters (Outreach/Public and Governmental Relations)
 - b. Internal Matters (Personnel and Residential Life)
- X. Executive Order 2015-46
- XI. 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))
- XII. Adjournment

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BOARD OF TRUSTEES

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

**March 13, 2018
11:00 a.m.**

Present: Dan Little, Lance Benham, Jack Coffman, Kelley Dowd, David Drennan, Gary Ellis, Michael Jordan, Paul Kincade, Cindy Koss, Steven Rhines, Goldie Thompson, and Donna Windel.

OSSM Staff: Amanda Bonnett, Pam Felactu, Liz Heigle, Bill Kuehl, Lynn Morgan, Fazlur Rahman, Brent Richards, and Frank Wang.

Absent: Kent Buchanan, Bret Danilowicz, Talita DeNegri, Joy Hofmeister, Glen Johnson, Lara Mashek, Ron Mashore, John Massey, Kalpana Misra, Gary Stanislawski, Geoff Simpson, and David Wrobel.

Guests: Class of 2018 seniors Esther Jang and Max Tjauw.

The Board of Trustees of the Oklahoma School of Science and Mathematics held a meeting at 11:00 a.m., March 13, 2018, 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 11:05 a.m.

Introduction of New Board Member Mr. Gary Ellis. Chairman Little introduced Mr. Gary Ellis as the Board of Trustee's newest member. He was appointed by the Speaker of the House. Mr. Ellis is the current principal of Coweta High School. Previously he was the assistant principal of Oologah High School and a math and social studies teacher at Bartlesville, Owasso, and Cleveland schools. Mr. Ellis holds a graduate degree from the University of Oklahoma in Administration, Curriculum, Leadership and Instruction. His interests include correspondence and virtual classes with high schools which led him to OSSM.

Take Action on Minutes of Board of Trustees Meeting of December 12, 2017. Little asked for approval or corrections to the minutes from December 12, 2017. Coffman moved the approval of the minutes. Drennan seconded. Vote as follows: Little, yes; Drennan, yes; Benham, yes; Coffman, yes; Dowd, yes; Ellis, yes; Jordan, yes; Kincade, yes; Rhines, yes; Windel, abstain.

Report from the Interim Chief Academic Officer. Dr. Richards reported that Spring Break will be held March 17th through 25th. April 6th will be the end of the second grading period. Sneak Peak and the Middle School Contest will also be held in April which is a prime

recruitment day for OSSM. The Mentorship Symposium will be held in May on May 5th. There is an open invitation to the board members to attend and watch. The Engineering Seminar is underway with 10 students enrolled. The seminar course is being taught by Mike Wells and Ron Mashore. Applications for the OSSM Summer Academy are now available. The GE Summer Science Academy has 123 student nominations. Richards concluded his report discussing upcoming student contests. Questions from the Board were answered by Dr. Richards.

Report from the Director of Admissions. Kuehl reported that the application selection process for the class of 2020 is in progress. Applications for the new school year have increased in number from previous years. Additional volunteers are still needed for Interview Day. The new OSSM website is in progress. The anticipated launch date is April 1st. The new website will enhance efforts in publicizing OSSM. New marketing and recruitment materials are helping promote the strengths of OSSM, and the advantages and differences of an OSSM education. Kuehl answered questions from the Board.

Report from the Director of Development. Felactu discussed Foundation and Governing Board donations which included \$30,000 from Devon Energy for the 2018 Bridge fund and the Quantum Experience sponsorship, \$1,000 from Paycom for technology needs, and \$5,000 from Williams Cos. for the summer math & science workshops. The Annual Appeal has been completed and raised \$146,612 as of February 28th. All OSSM women students and several staff attended the OSU's 2018 National Business Women's Leadership Conference in Tulsa on March 7th which was hosted by trustee Lou Kerr. Two OSSM juniors, Attaira Prince and Alejandro Lozano-De Aos, and counselor Cynthia Parish were selected for the Hefner summer journey to Beijing and Suzhou, China. Felactu concluded by noting the upcoming assembly speakers. There were no questions from the Board.

Report from Chief Fiscal Officer. Morgan reported that there will be a \$40,000 budget reduction in the next four months. The largest portion of the budget is allotted to personnel salaries at 70 percent. Carryover in the budget will be used for preventative maintenance and for the purchase of new residence hall mattresses for the students. Morgan answered questions from the Board.

Report from the Director of Public Information. Heigle displayed marketing materials which included OSSM's new logo and branding. She also demonstrated the use of the new website which is user-friendly and provides a search box. Analytics will be used to calculate and review how long people visiting the website are spending on each webpage. Heigle concluded her report by mentioning the Governor's Scholars Program whereupon medallions are presented to the students by the Governor. Beginning with the 2018-19 school year, the Governor's Scholars ceremony will be held during convocation. There were no questions from the Board.

Report from the President. Wang announced that he has participated in several outreach events – including a Math Counts team competition in Alva on February 17th and individual meetings with several state legislators at the Capitol. Wang reported that the search for a new VP of Academic Services is still ongoing. A six-person committee has been created to assist in the screening and vetting process. The new Engineering Seminar program was launched with instructors Ron Mashore, a retired engineer from Michelin Tire who is also a Board of Trustees

member and Dr. Mike Wells, a practicing mechanical engineer who most recently worked for Baker Hughes/GE. Expansion of the 'Ramp Up' program is being reviewed in order to reach more students who are motivated and bright but may lack preparation for the upcoming school year. Questions from the Board were answered by Wang.

Wang then called on two OSSM students, Esther Jang of Tulsa, Oklahoma and Max Tjauw of Edmond, Oklahoma. Each shared how OSSM impacted their future and where they plan to attend school after they graduate.

Executive Order 2015-46. Morgan brought two items to the Board for approval under the Executive Order 2015-46. Morgan asked for approval of \$38,000 for the elimination of local servers and the upgrade to Windows 10 operating system and Microsoft 365 and \$45,000 for 36 new computers and 7 back-up computers. Windel moved the motion for approval and Coffman seconded. Vote as follows: Little, yes; Drennan, yes; Benham, yes; Coffman, yes; Dowd, yes; Ellis, yes; Jordan, yes; Kincade, yes; Rhines, yes; Windel, yes.

New Business. No new business was discussed.

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