

# OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS

## BOARD OF TRUSTEES Executive Committee

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

April 21, 2021  
11:00 a.m.

Present: Dan Little, David Drennan, Lance Benham (via Zoom), Ron Mashore, Geoff Simpson (via Zoom), and Donna Windel

OSSM Staff: Elizabeth Jacoby, Pam Felactu (via Zoom), Shannon Gorbet, Bill Kuehl (via Zoom), Brent Richards, Frank Wang, and Linda Waters

Absent: Jack Coffman

Guests: Sara Brown and Thomas Schneider

The Executive Committee of the Board of Trustees of the Oklahoma School of Science and Mathematics held a meeting at 11:00 a.m., April 21, 2021 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 11:03 a.m.

**Take Action on Minutes of Executive Committee Meeting November 10, 2020:** Little asked for additions or corrections to the minutes of the meeting of the November meeting. Windel moved approval of the minutes. Mashore seconded. Vote as follows: Little, yes; Drennan, yes; Benham, yes; Mashore, yes; Simpson, yes; Windel, yes; Coffman, abstain.

**Report from the Chief Academic Officer.** Dr. Richards reported that AP exams would be taking place the two weeks before finals week. Finals would take place the week of May 17<sup>th</sup>-21<sup>st</sup>. Amanda Bonnett is working to set up a CLEP program for OSSM students. The implementation of Infinite Campus is moving ahead with training sessions scheduled throughout the summer months for staff and faculty. Course scheduling is in process as well. Questions from the Board were answered by Dr. Richards.

**Report from the Director of Admissions.** Mr. Kuehl reported that 12 week grades were distributed out to parents and students. The next grading period ends on May 14<sup>th</sup>. 85 incoming OSSM applicants for the CO2023 were screened virtually from March 20-27<sup>th</sup>. Zoom interviews for the CO2023 applicants were held on April 10<sup>th</sup>-17<sup>th</sup>. 72 incoming juniors have been invited to attend OSSM, including two from out of state (NY and CA). May 8<sup>th</sup> will be the virtual Sneak Peek held for 7<sup>th</sup>-9<sup>th</sup> graders and their parents. Questions were answered by Mr. Kuehl.

**Report from the Director of Development:** Ms. Felactu reported that revenue was down in the 1<sup>st</sup> quarter due to Covid-19. Ms. Felactu is developing relationships within the STEM community and has been giving virtual tours to several STEM corporations. Ms. Felactu has been working with OKC and Tulsa Public Schools on strengthening the Virtual Regional Center relationship with those school systems. Summer programs have mainly been canceled. The Sarkeys Summer Math Institute is still scheduled to proceed the first week of June. The Middle School Math Workshops will be held in rural parts of the state during the month of July. A new Chemistry lab instrument was able to be procured through donations and grants. The Foundation is working on an outdoor outreach event for fall 2021. There were no questions from the Board.

**Report from Human Resources:** Ms. Kuykendall reported that the faculty handbook and grievance policy manual are in the process of being finalized. Campus wide trainings and supervisory learning requirements are being implemented. Ms. Kuykendall reported that OSSM has received approximately 100 OSSM has not had an employee test positive for Covid-19. Ms. Kuykendall created a SharePoint link for easy access to information related to Covid-19 and pertaining OSSM policies. Questions were answered by Ms. Kuykendall.

**Report from the Director of Public Information:** Ms. Waters reported that she has created a student/parent newsletter with contributions from multiple students. Ms. Waters has also been reaching out to rural newspapers to include information about OSSM and student achievements. Ms. Waters and Dr. Wang have been on a publicity tour in regional communities to promote OSSM and the summer math programs. Ms. Waters has also created a Digital Press Kit for the OSSM website. Ms. Waters has been reaching out to alumni through an Alumni newsletter as well. Questions were answered by Ms. Waters.

**Report from Chief Fiscal Officer:** Ms. Gorbet reported that the budget request for additional funding for multiple projects, mostly the Residence Hall, has been approved. Ms. Gorbet is gathering bids for the ongoing tree limb removal process on campus. Ms. Gorbet has also been taking bids for the landscaping on campus. Ms. Gorbet also reported that OSSM is continuing to work with OMES on the multiple IT issues that have arisen, and their response continues to be lacking. Ms. Gorbet is gathering numbers from OMES in regard to potentially leasing computers for campus. Ms. Gorbet is working on a solution for the expiring key card access system OSSM currently utilizes. There were no significant purchases in March to review.

Questions were answered by Ms. Gorbet.

**Maintenance Report:** The maintenance report, which included completed projects, ongoing progress, and pending projects, was reviewed.

**Report from the President:** Dr. Wang reported that he has been making multiple visits across the state on a publicity tour. Dr. Wang has been visiting the State Legislature to secure funding for HVAC repairs to the Residence Hall. No questions were asked by the Board.

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

**Adjournment:** The meeting was adjourned at 12:46 p.m.