

**OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS**

**BOARD OF TRUSTEES  
Executive Committee**

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

**November 10, 2020  
11:00 a.m.**

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

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

Absent:

Guests: Sara Brown (via Zoom) and Thomas Schneider (via Zoom)

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 10, 2020 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 September meeting. Drennan moved approval of the minutes. Windel 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 finals would take place the week of November 18<sup>th</sup>-24<sup>th</sup>. Winter Ramp-Up will take place over the Christmas break and will include math, physics, and chemistry assistance. Students will be soon completing their spring 2021 course requests. Questions from the Board were answered by Dr. Richards.

**Report from the Director of Admissions.** Mr. Kuehl reported that Sophomore \*Virtual\* Preview Day will be held November 14 from 2-4pm. Mr. Kuehl has been making lots of high school visits. The deadline for applying to OSSM for Fall 2021 is March 1<sup>st</sup>. Questions were answered by Mr. Kuehl.

**Report from the Director of Development:** Ms. Felactu reported that grants are coming and the annual appeals are being sent out. There were no questions from the Board.

**Report from Human Resources:** Kari Kuykendall was absent due to illness. Dr. Wang reported on her behalf that the benefits enrollment period concluded at the end of October and commended Ms. Kuykendall on the videos she created to inform employees of all the options. He shared these resources with the Governor's Chief Operating Officer so other agencies could benefit from them.

**Report from the Director of Public Information:** Ms. Waters reported that OSSM was recognized as being well within the top 1% of schools in the nation (24<sup>th</sup> of 19,532 public high schools in Niche survey). Ms. Waters is working on updating the alumni profiles on the website. Ms. Waters is creating a "Viewbook" for distribution to prospective families. Ms. Waters continues to update the webpage with photos/posts in regards to OSSM's 30<sup>th</sup> Anniversary. Questions were answered by Ms. Waters.

**Report from Chief Fiscal Officer:** Ms. Gorbet reported that OSSM has budgeted for certain positions. Ms. Gorbet asked the board to vote on the acquisition of the LMS Infinite Campus learning management software. A vote was taken on this issue: Coffman moved approval of the minutes. Mashore seconded. Vote as follows: Little, yes; Drennan, yes; Benham, yes; Mashore, yes; Simpson, yes; Windel, yes; Coffman, yes.  
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 working on securing funding to address the HVAC problems on campus. Dr. Wang discussed the possible appointment of Rep. Mark McBride to the Board. Dr. Wang has visited the Kiamichi Tech Center in the Poteau region to check on the OSSM Virtual Program. Dr. Wang discussed a possible partnership between OSU/Baker Hughes. Dr. Wang has reached out to the Governor's office in an effort to secure the vaccine for the OSSM community.

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

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