

**OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS
BOARD OF TRUSTEES**



Tuesday, December 12, 2023

11:00 a.m.

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

OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS

THE BOARD OF TRUSTEES

REGULAR MEETING

Oklahoma School of Science and Mathematics

1141 N. Lincoln Blvd.

Oklahoma City, OK 73104

Sen. Bernice Shedrick Library Building, Large Conference Room

Tuesday, December 12, 2023

11:00 A.M.

To the extent not otherwise provided below, the OSSM Board of Trustees may, at its discretion, discuss, vote to table, change the sequence of any agenda item, choose not to take up any item set forth below, or discuss any item in open session designated for Executive Session.

Agenda

- I. Call to Order, certification of Open Meeting Act compliance, roll call, and determination of quorum.
- II. Review, discussion, and possible action on Minutes of the Board of Trustees special meeting of October 12, 2023.
- III. 2024 OSSM Governing Board of Trustees Regular Meeting dates and discussion and possible action.
- IV. Report from the Chief Fiscal Officer and possible discussion and action.
 - A. Financial Update
 - B. Physical Plant Update
- V. Report from the Vice President for Academic Services and possible discussion and action.
 - A. Overview of "Early Decision" of OSSM Seniors
 - B. Update of PSAT Scores
 - C. Update of November/December Calendar Items

- VI. Report from the Director of Admissions and possible discussion and action.
 - A. Update of Prospective Students
 - B. Update of OSSM Applications for the Class of 2026

- VII. Report from the Director of Development and possible discussion and action.
 - A. Outreach/Events - Upcoming Events, Alumni Engagement
 - B. Projects – Alumni Web Portal Project
 - C. Support – Major Gifts, Annual Appeal

- VIII. Report from President Cornforth and possible discussion and action.
 - A. OSSM Personnel Updates
 - B. OSSM Recognitions and Accomplishments

- IX. Report from Personnel Subcommittee and possible discussion and action.
 - A. Discussion and Update of Working Draft of Employee Handbook
 - B. Timeline for Completion and Implementation

- X. Possible Executive Session pursuant to 25 O.S. § 307(B)(1), for the purpose of discussing the employment, resignation, and retirement of Dr. Mark Li and Dr. Kurt Bachmann, provided that any action taken shall be in open session.
 - A. Vote to Enter Executive Session
 - B. Executive Session pursuant to 25 O.S. § 307(B)(4)
 - C. Vote to Exit Executive Session
 - D. Possible discussion and action on matters discussed in Executive Session

- XI. Discussion and Possible Action to Set the Election of a Vice-Chair for the OSSM Board of Trustees for the January 2024 Regular Meeting.

- XII. Adjournment.

ATTACHMENT 1

MINUTES OF BOARD OF TRUSTEES

MEETING OF OCTOBER 12, 2023

OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS BOARD OF TRUSTEES
REGULAR MEETING OF THE BOARD
Oklahoma School of Science and Mathematics
1141 North Lincoln Blvd.
Oklahoma City, Oklahoma
October 12, 2023, 10:00 a.m.
MINUTES OF THE MEETING

The Board of Trustees for the Oklahoma School of Science and Mathematics met on October 12, 2023, at 1141 North Lincoln Boulevard, Oklahoma City, OK. The meeting was held consistent with the Oklahoma Open Meeting Act. Advance notice of this meeting was transmitted to the Oklahoma Secretary of State on August 30, 2023, at 11:37 a.m. and posted on the outside main door at 1141 North Lincoln Boulevard, Oklahoma City, OK, on October 11, 2023, at 8:00 a.m. in compliance with 25 O.S. § 311.

Present: Dan Little, *Tom Adelson, Apryl Beall, Lance Benham (Zoom), Jerry Burger, *Dr. Michael Jordan, Dr. Qiang Liu, Dr. Lara Mashek, *Senator Adam Pugh, Steven Rhines, James Roller, Dr. Robert Romines, Dr. Geoff Simpson

Ex-Officio Members Present: Dr. Keith Garbutt, Cora James, Dr. Goldie Thompson, Dr. David Wrobel

OSSM Staff Present: Tony Cornforth, Dr. Brent Richards, Pam Felactu, Jamie Bond, Linda Waters, Shannon Gorbet

Guests: Madalynn Martin, Assistant Attorney General; Niki Batt, Deputy Attorney General; Tony Blasier, Office of the Attorney General; Jennifer Palmer, Oklahoma Watch

- I. Having noted a quorum, Chair Dan Little called the meeting to order at 10:09 a.m.
- II. After calling the meeting to order, Mr. Little conducted an introduction of new Board Members: Dr. Robert Romines, Superintendent of Moore Public Schools, and Dr. Qiang Liu, Scientific Director and Research and Development Director for ARL Bio Pharma. They each gave brief, personal summaries of themselves and expressed their appreciation for being on the OSSM Board as new members. Dr. Liu also expressed how proud he is to be a parent of two daughters who are currently attending OSSM.
- III. **Take action on Minutes of the Board of Trustees Meeting of September 14, 2023.** Mr. Little asked for discussion, corrections, and approval to the minutes from September 14, 2023. Dr. Geoff Simpson moved for approval of the minutes; James Roller seconded. The vote is recorded below:

Dan Little:	Yes	Sen. Adam Pugh:	Yes
Apryl Beall:	Yes	Steven Rhines:	Yes

Jerry Burger	Yes	James Roller:	Yes
Dr. Michael Jordan:	ABST	Dr. Robert Romines:	ABST
Dr. Qiang Liu:	Yes	Dr. Geoff Simpson:	Yes
Dr. Lara Mashek:	Yes		

- IV. Mr. Little informed the Board Members that for the purpose of recognizing a special OSSM staff member, the agenda would go out of order, and President Cornforth would move to Item 7a. of the agenda. Mr. Cornforth expressed appreciation and gratitude to Mr. Keith Forshee for his dedication and service to OSSM for the past 27 years. Mr. Forshee received a standing ovation.

*Mr. Tom Adelson joined the meeting at 10:18 a.m.

- V. **Report from the Chief Fiscal Officer.** Ms. Gorbet gave a report on the FY25 budget request, which included funding requests for one-time appropriations to replace the dormitory fire alarm system (\$186,000) and complete the access control system installation in Samson Science Center (\$85,000). An additional funding request for operational expenses was submitted for one additional staff in the Admissions Department for recruitment purposes. Ms. Gorbet gave details about three HVAC projects still ongoing on the OSSM campus and are close to being completed. The current total completion cost of all projects is \$1.4 million. Gym equipment is scheduled to be replaced, which will benefit the students. Year-to-date financial expenditures indicate an increase in personnel costs due to position vacancies in the prior period. At the end of Ms. Gorbet's report, for the sake of our new Board Members, Mr. Little asked her to share a little about herself.
- VI. **Report from Vice President of Academic Services.** Dr. Richards reported details of the upcoming Parents Day event and also the success of the OSSM students at the OSU Math Contest. Plans are in place for the annual Junior/Senior Flag Football game to be held on the evening of October 12th. The students are preparing for the PSAT test, required for the juniors. This will be the first time the test will be held on a Saturday, and this is due to the test being administered completely in digital form. Dr. Richards also informed everyone that several classrooms are now accessible due to HVAC project completions in those areas. It was also reported that a senior has withdrawn from OSSM, which was a mutual decision, and returned to his home school district. There are now 49 seniors. The first 6-week grading period was just completed, and the juniors did extremely well. This class is one of the academically stronger classes OSSM has had in a while. In conclusion, Dr. Richards spoke about the number of students and teachers across Oklahoma who have been impacted by OSSM events held both on and off campus – approximately 1000+. After Mr. Little had Dr. Richards speak about himself, Mr. Little shared with every one of the honor OSSM recently received, “the 5th ranked high school in America.”

- VII. **Report from Director of Admissions.** Ms. Jamie Bond began her report by sharing a little about herself and her one-year anniversary at OSSM. Ms. Bond emphasized the need for additional assistance in her department, especially now that one of her staff members resigned. She praised Ms. Lauren Vela, Assistant Director of Admissions, and what a great help she is. The juniors are doing well, and Ms. Bond checks in on them often. Regarding recruitment efforts, it was originally planned that every faculty member would have a county to visit. However, plans changed and now only a few staff members are going out, including President Cornforth. A special “thank you” was given to staff members for their efforts with recruiting and assistance in getting the online application uploaded. OSSM currently has 26 applications for next year. Ms. Bond gave details about several events she is currently working on: Coffee Talks, Preview Day (151 guests currently registered), ACT Boot Camp (offering virtual and on-campus sessions), and Field Trips to OSSM (junior high students). It was observed by Mr. Jerry Burger the sense of excitement Ms. Bond has for her department. There was further discussion amongst those present: outreach costs vs. efforts in digital outreach; Ms. Bond’s visit to the math and science school in Hot Springs, Arkansas; benefits of OSSM now having an ACT code; how OSSM could benefit from the College Board requirement for schools to have at least four AP courses (small schools could participate virtually); is it possible for our virtual classes to be offered in an online format vs. a “live” session; question from Dr. Liu of how does OSSM present to the younger students the stories of our current students and the student life here on campus.
- VIII. **Report from Director of Development.** Ms. Pam Felactu gave a brief biography of herself and expressed praise to Jamie Bond and her staff for their efforts to encourage schools to utilize the virtual programs of OSSM. The Board was informed of a \$100,000 grant awarded to OSSM to expand the virtual programs. Additionally, a \$10,000 technology grant was awarded in order to purchase a “learning glass lightboard system.”
- IX. **Report from President.** Mr. Cornforth shared with everyone a brief summary of himself. In his report, he acknowledged the OSU math contest results and also the Niche high school rankings for high schools in America, and to continue the celebrations of this big honor, Mr. Cornforth was hopeful to have the drone take pictures of everyone at the flag football event the evening of October 12th, provided it would not be too windy. In conclusion, Mr. Cornforth expressed his appreciation to all the Board Members for their dedication and volunteerism.
- X. **Report from Personnel Subcommittee Chair.** Tom Adelson reported there are plans to review and update OSSM handbooks. This will require an outside firm, Crowe & Dunlevy, to give a full review and assess the HR manual and Student Handbook. The cost is \$6500 for full review and drafting.

Dan Little made the motion to hire Crowe & Dunlevy for the purpose of reviewing and drafting the Employee Handbook and Student Handbook. James Roller seconded the motion. The vote was unanimous in the affirmative. Motion carried.

Dr. Michael Jordan made the motion at 11:25 a.m. to move to Executive Session pursuant to 25 O.S. § 307(B)(4) for confidential communications between the Board and Counsel concerning a pending investigation. Dr. Geoff Simpson seconded. The vote was unanimous in the affirmative. The motion carried.

James Roller made the motion at 12:45 p.m. to return from Executive Session. Jerry Burger seconded. The vote was unanimous in the affirmative. The motion carried.

No further action was taken.

- XI. Dr. Lara Mashek made the motion at 12:48 p.m. to move to Executive Session pursuant to 25 O.S. § 307(B)(4) for confidential communications between the Board and Counsel concerning a demand letter from counsel for Jonathan Triplett. Tom Adelson seconded. The vote was unanimous in the affirmative. The motion carried.

*Dr. Michael Jordan and Senator Adam Pugh left the meeting at 12:47 p.m.

James Roller made the motion at 12:55 p.m. to return from Executive Session. Dr. Geoff Simpson seconded. The vote was unanimous in the affirmative. The motion carried.

Dr. Geoff Simpson made the motion to allow Chair Dan Little, President Tony Cornforth, and the representatives from the Attorney General's office to agree to finalize the settlement with Mr. Jonathan Triplett. James Roller seconded. The vote was unanimous in the affirmative. The motion carried.

- XII. Item XI of the agenda was not discussed at this meeting and will be moved to the agenda of the December 12th meeting. Item XI is the discussion and possible action of the 2024 OSSM Governing Board of Trustee Regular Meeting dates.
- XIII. **Adjournment.** Motion was made by James Roller to adjourn the meeting. Dr. Lara Mashek seconded. The vote was unanimous in the affirmative. The motion carried. Meeting adjourned at 1:00 p.m.

ATTACHMENT 2

PROPOSED DATES FOR 2024 REGULAR MEETINGS

**OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS
BOARD OF TRUSTEES
PROPOSED DATES FOR THE
2024 REGULAR MEETINGS**

Option #1: Tuesdays / 2nd Week

- January 9, 2024
- April 9, 2024
- July 9, 2024
- October 8, 2024

Option #2: Tuesdays / 3rd Week

- January 16, 2024
- April 16, 2024
- July 16, 2024
- October 15, 2024

Option #3: Thursdays / 2nd Week

- January 11, 2024
- April 11, 2024
- July 11, 2024
- October 10, 2024

ATTACHMENT 3

OFFICE OF FINANCE REPORT

OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS
FY24 BUDGET vs ACTUAL vs PRIOR YEAR
November 30, 2023

Funding Source	Appropriation/Carryover Funds					Revolving Fund			
	FY24	FY23	FY24	FY23	FY24	FY24	FY24		
	YTD Actual	YTD Actual	Actual	Increase/(Decrease)	Budget	Actuals	YTD Actual		
Appropriation	\$ 3,102,655				\$ 7,446,373	\$ 6,516,373	-		
Carryover From Prior Year	-					2,123,536	-		
Non-State Funds									
Total Available Funds	\$ 3,102,655				\$ 7,446,373	\$ 8,639,909	424,720	\$ 132,723	31.25%
							\$ 424,720	\$ 132,723	31.25%
Expenditures									
Personnel	1,722,476	1,600,091	122,385	4,592,679	3,957,841	3,957,841	213,720	88,602	41.46%
Professional Services	149,210	125,844	23,366	496,400	430,404	430,404	65,000	37,361	57.48%
Registration & Transportation	2,305	1,353	952	2,000	2,768	2,768	9,000	6,395	71.06%
Utilities	169,637	166,768	2,869	442,000	453,669	453,669	-	-	0.00%
Rent	14,115	7,917	6,198	40,500	38,109	38,109	-	-	0.00%
Maintenance & Repair	152,345	205,125	(52,780)	500,622	489,859	489,859	65,000	1,365	2.10%
Food Service	136,778	134,544	2,234	455,000	355,790	355,790	25,000	16,201	64.81%
Classroom/Lab Supplies	3,854	3,046	809	20,100	13,606	13,606	10,000	4,715	47.15%
Equipment	15,747	5,868	9,878	113,600	109,605	109,605	10,000	-	0.00%
Library Resources	6,005	6,290	(284)	15,000	25,804	25,804	-	-	0.00%
Construction & Renovation	9,872	-	9,872	565,000	1,106,416	1,106,416	-	-	0.00%
Legal	-	-	-	-	-	-	-	-	0.00%
Property/Liab Insurance	2,427	-	2,427	162,172	119,951	119,951	-	-	0.00%
Residential Supplies/Resources	601	1,318	(717)	2,000	2,116	2,116	26,500	4,286	16.17%
Miscellaneous	19,086	11,897	7,189	39,300	36,988	36,988	500	1,718	343.59%
Total Expenditures	\$ 2,404,457	\$ 2,270,059	\$ 134,398	\$ 7,446,373	\$ 7,142,926	\$ 7,142,926	\$ 424,720	\$ 160,643	37.82%
Net Cash Flow	\$ 698,198					1,496,983		\$ (27,920)	
Carryover FY2023						(974,003)			
						522,980			

OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS
FY24 BUDGET vs ACTUALS vs PRIOR YEAR
INSTRUCTION

Expenditures	Appropriations/Carryover				FY23		FY24		Revolving Fund	
	FY24 YTD Actual	FY23 YTD Actual	Increase/(Decrease) Actual	Budget	FY23 Actuals	% of Budget	FY24 Budget	% of Budget	FY24 YTD Actual	% of Budget
Personnel	1,170,099	1,111,540	58,559	3,064,460	2,710,636	38.18%	172,800	48.71%	84,178	48.71%
Professional Services	27,750	26,675	1,075	85,250	78,650	32.55%	50,000	19.00%	9,500	19.00%
Registration & Transportation	2,238	1,353	885	1,500	2,601	149.20%	1,000	54.50%	545	54.50%
Utilities	-	-	-	-	-	0.00%	-	0.00%	-	0.00%
Rent	465	469	(4)	1,500	1,215	30.97%	-	0.00%	-	0.00%
Maintenance & Repair	-	-	-	-	-	0.00%	-	0.00%	-	0.00%
Food Service	-	-	-	-	-	0.00%	-	0.00%	-	0.00%
Classroom/Lab Supplies	3,744	2,986	759	20,000	13,546	18.72%	10,000	47.15%	4,715	47.15%
Equipment	866	99	767	5,000	6,746	17.32%	-	0.00%	-	0.00%
Library Resources	6,005	6,290	(284)	15,000	25,804	40.03%	-	0.00%	-	0.00%
Construction & Renovation	-	-	-	-	-	0.00%	-	0.00%	-	0.00%
Legal	-	-	-	-	-	0.00%	-	0.00%	-	0.00%
Property/Liab Insurance	-	-	-	-	-	0.00%	-	0.00%	-	0.00%
Residential Supplies/Resource	-	-	-	-	-	0.00%	-	0.00%	-	0.00%
Miscellaneous	6,233	7,792	(1,559)	16,200	20,433	38.47%	-	0.00%	118	0.00%
Total Expenditures	\$ 1,217,400	\$ 1,157,204	\$ 60,196	\$ 3,208,910	\$ 2,859,631	39.18%	\$ 233,800	42.37%	\$ 99,056	42.37%

OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS
 FY24 BUDGET vs ACTUALS vs PRIOR YEAR
 CARE AND CUSTODY

Expenditures	Appropriations/Carryover				Revolving Fund		
	FY23		FY24		FY24	FY24	% of Budget
	YTD Actual	YTD Actual	Actual	Budget	Budget	YTD Actual	
Personnel	38,362	30,328	8,033	194,531	35,910	2,162	6.02%
Professional Services	72,324	62,570	9,754	303,000	15,000	27,861	0.00%
Registration & Transportation	33	-	33	100	8,000	5,850	73.13%
Utilities	78,268	75,625	2,643	227,000	-	-	0.00%
Rent	10,095	6,510	3,585	28,550	-	-	0.00%
Maintenance & Repair	51,087	120,836	(69,749)	261,500	45,000	1,365	3.03%
Food Service	136,778	134,544	2,234	455,000	25,000	16,201	64.81%
Classroom/Lab Supplies	-	-	-	-	-	-	0.00%
Equipment	5,529	547	4,982	5,100	10,000	-	0.00%
Library Resources	-	-	-	-	-	-	0.00%
Construction & Renovation	-	-	-	400,000	-	-	0.00%
Legal	-	-	-	-	-	-	0.00%
Property/Liab Insurance	1,000	-	-	83,672	-	-	0.00%
Residential Supplies/Resource	601	1,318	(717)	2,000	26,500	4,286	16.17%
Miscellaneous	10,296	2,993	7,303	17,250	500	1,600	319.99%
Total Expenditures	\$ 404,372	\$ 435,271	\$ (30,899)	\$ 1,977,703	\$ 165,910	\$ 59,326	35.76%

OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS
 FY24 BUDGET vs ACTUALS vs PRIOR YEAR
 MAINTENANCE

Expenditures	Appropriations/Carryover				FY23		FY24		Revolving Fund	
	FY24 YTD Actual	FY23 YTD Actual	Increase/(Decrease) Actual	FY24 Budget	FY23 Actuals	% of Budget	FY24 Budget	FY24 YTD Actual	% of Budget	
Personnel	83,802	72,606	11,196	194,528	161,975	43.08%	-	-	0.00%	
Professional Services	-	722	(722)	-	21,058	0.00%	-	-	0.00%	
Registration & Transportation	-	-	-	-	-	0.00%	-	-	0.00%	
Utilities	91,369	91,143	226	215,000	216,830	42.50%	-	-	0.00%	
Rent	195	180	15	400	360	48.75%	-	-	0.00%	
Maintenance & Repair	99,213	82,541	16,672	233,622	281,223	42.47%	20,000	-	0.00%	
Food Service	-	-	-	-	-	0.00%	-	-	0.00%	
Classroom/Lab Supplies	-	-	-	-	-	0.00%	-	-	0.00%	
Equipment	3,843	1,391	2,452	4,500	3,312	85.40%	-	-	0.00%	
Library Resources	-	-	-	-	-	0.00%	-	-	0.00%	
Construction & Renovation	9,872	-	9,872	165,000	949,921	0.00%	-	-	0.00%	
Legal	-	-	-	-	-	0.00%	-	-	0.00%	
Property/Liab Insurance	427	-	427	78,500	63,563	0.54%	-	-	0.00%	
Residential Supplies/Resources	-	-	-	-	-	0.00%	-	-	0.00%	
Miscellaneous	-	-	-	-	-	0.00%	-	-	0.00%	
Total Expenditures	\$ 288,721	\$ 248,583	\$ 40,138	\$ 891,550	\$ 1,698,241	32.38%	\$ 20,000	\$ -	0.00%	

OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS
 FY24 BUDGET vs ACTUALS vs PRIOR YEAR
 INFORMATION TECHNOLOGY

Expenditures	Appropriations/Carryover				Revolving Fund		
	Increase/(Decrease)		FY24		FY24		% of Budget
	FY24 YTD Actual	FY23 YTD Actual	Actual	Budget	Budget	YTD Actual	
Personnel	-	-	-	-	-	-	0.00%
Professional Services	36,850	34,432	2,418	100,150	-	100,765	0.00%
Registration & Transportation	-	-	-	-	-	-	0.00%
Utilities	-	-	-	-	-	-	0.00%
Rent	-	-	-	-	-	-	0.00%
Maintenance & Repair	1,413	1,703	(290)	4,000	-	8,497	0.00%
Food Service	-	-	-	-	-	-	0.00%
Classroom/Lab Supplies	-	-	-	-	-	-	0.00%
Equipment	5,509	3,831	1,678	99,000	-	83,881	0.00%
Library Resources	-	-	-	-	-	-	0.00%
Construction & Renovation	-	-	-	-	-	-	0.00%
Legal	-	-	-	-	-	-	0.00%
Property/Liab Insurance	-	-	-	-	-	-	0.00%
Residential Supplies/Resources	-	-	-	-	-	-	0.00%
Miscellaneous	2,524	147	2,377	5,000	-	5,892	0.00%
Total Expenditures	\$ 46,296	\$ 40,113	\$ 6,183	\$ 208,150	\$ -	\$ 199,035	0.00%

OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS
 FY24 BUDGET vs ACTUALS vs PRIOR YEAR
 REGIONAL CENTERS

Expenditures	Appropriations/Carryover				Revolving Fund		
	FY24	FY23	Increase/(Decrease)	FY24	FY23	FY24	% of Budget
	YTD Actual	YTD Actual	Actual	Budget	Actuals	Budget	% of Budget
Personnel	229,785	235,353	(5,569)	642,890	576,849	5,010	45.14%
Professional Services	-	-	-	-	-	-	0.00%
Registration & Transportation	34	-	34	100	76	-	0.00%
Utilities	-	-	-	-	-	-	0.00%
Rent	3,361	758	2,603	10,050	9,412	-	0.00%
Maintenance & Repair	632	45	587	1,500	1,487	-	0.00%
Food Service	-	-	-	-	-	-	0.00%
Classroom/Lab Supplies	110	60	50	100	60	-	0.00%
Equipment	-	-	-	-	-	-	0.00%
Library Resources	-	-	-	-	-	-	0.00%
Construction & Renovation	-	-	-	-	-	-	0.00%
Legal	-	-	-	-	-	-	0.00%
Property/Liab Insurance	1,000	-	-	-	-	-	0.00%
Residential Supplies/Resources	-	-	-	-	-	-	0.00%
Miscellaneous	-	-	-	-	-	-	0.00%
Total Expenditures	\$ 234,921	\$ 236,216	\$ (1,295)	\$ 654,640	\$ 587,884	\$ 5,010	45.14%



Finance Report

HVAC Modification Projects

Manning Academic Center

Bid – Metropolitan A/C Service	\$1,311,551
Change Order #1	135,858
Change Order #2	<u>7,601</u>
	\$1,455,010

Funding:	
Long Range Capital Planning Commission	359,500
One-Time Appropriation	428,000
OSSM	<u>659,909</u>
	\$1,455,010

Expenditures To Date	<u>(1,107,907)</u>
Project Balance	\$347,103

Dan Little Residence Hall

Bid – Air Engineering	\$497,800
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Funding:	
Long Range Capital Planning Commission	390,000
One-Time Appropriation	75,000
OSSM	<u>32,800</u>
	\$497,800

Expenditures To Date	<u>(288,588)</u>
Project Balance	\$209,212

Samson Science Center

Bid – Air Engineering	\$519,400
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Funding:	
Long Range Capital Planning Commission	160,000
One-Time Appropriation	190,000
OSSM	<u>169,400</u>
	\$519,400

Expenditures To Date	<u>(499,922)</u>
Project Balance	\$19,478

Additional Updates

- Residence Hall chiller replacement, 2 units – competitive bids
- House A&B Education subcommittee – January 9, 2024

ATTACHMENT 4

OFFICE OF ACADEMIC SERVICES REPORT

Oklahoma School of Science and Mathematics

Board of Trustees Meeting

December 12, 2023

Report from Chief Academic Officer

A. Brent Richards, PhD (Vice President for Academic Services)

Calendar Items

- October 25: All-School Assembly (speaker – Mohan Kelkar, PhD, TU Petroleum Engineering)
- November 1: All-School Assembly (speaker – Wei Chen, PhD, OU Biomedical Engineering)
- November 3: End of 2nd grading period
- November 8: AMC 12 A
- November 15: All-School Assembly (speaker - Tiffany Griffin-Jefferson, Boeing Digital Transfer)
- November 18-26: Fall Break
- November 30: Fine Arts Class Performances
- December 2: Winter Formal
- December 11-15: Final Exams
- December 16: Winter Break begins
- December 20: Semester grades distributed
- January 8: Spring semester begins

News and Highlights

- PSAT results

YEAR		TEST TAKERS	TOTAL SCORE (320-1520)	READING AND WRITING		MATH	PERFECT SCORES	NATION MERIT SEMIFINALISTS
2023	Global	1,504,741	976	493	483			
	Oklahoma	6,504	971	499	472			
	OSSM	50	1324	671	653	2	19 (?)	
2022	Global	1,487,278	986	500	485			
	Oklahoma	6,075	989	510	480			
	OSSM	49	1263	639	624	0	9	
2021	Global	1,523,764	994	506	488			
	Oklahoma	6,209	1005	519	486			
	OSSM	57	1296	651	646	0	15	

- Current enrollment
 - Class of 2024: 46 students
 - Class of 2025: 50 students

Class of 2024 College Application Report

Prepared by: Cynthia Parish, College Counselor (12/5/2023)

- **40 students** have submitted 242 applications (as of 12/5) to **86 colleges** and universities.
- **Total Active Applications: 638**; 157 colleges.

Early Applications

- **Early Decision** (Binding--Nov. 1st or 15th): 14 students—Bowdoin (1), Brown (2), UChicago (2), Duke (2), Northwestern (1), Penn (1), Rice (3), Wellesley (1), Williams (1).
- **Restrictive Early Action** (Non-binding, single choice--Nov. 1): 4 students—Princeton (2), Yale (2).
- **Early Action** (Non-binding--Nov. 1st or 15th): 28 students— (91 applications, 43 colleges).
- **Questbridge National College Match Scholarship**: Ranee Nettey, Emory University.

Note: Most early applicants will be notified mid-December (exceptions: Questbridge (Dec. 1), UNC (Jan. 31st); OU/OSU (rolling)).

College Calendar/Events

- OU National Merit Dinner: Sept. 25th
- TU National Merit Dinner: Oct. 17th
- Seniors to OU: October 26th
- Juniors to OSU: April 11th
- Juniors to TU: (Spring TBD)

College Reps @ OSSM (Fall 2023)

Amherst College
Baylor University
Boston University
Carnegie Mellon University
Case Western Reserve University
Columbia University
Davidson College
Knox College
Northwestern University
Oklahoma Baptist University
Oklahoma State University
Princeton University
Rice University
Southern Nazarene University
St. John's College
Texas Christian University
The University of Texas at Dallas
The University of the South
Trinity University
University of Central Oklahoma

University of Chicago
University of Notre Dame
University of Oklahoma
University of Rochester
University of Southern California
University of Tulsa
Vanderbilt University
Washington University in St Louis
Wichita State University

College Events on Campus (Open to Public):

- **Vanderbilt Road Show:** August 3rd (7pm)
- **MIT:** Sunday, September 10th (2pm)
- **UChicago:** October 11th (6:30pm)

Early Action Applications

Auburn University
Austin College
Baylor University
Case Western Reserve University
Clark University
Fordham University
Georgetown University
Hawaii Pacific University
Howard University
Illinois Institute of Technology
Indiana University-Bloomington (Kelley School of Business)
Massachusetts Institute of Technology
Northeastern University
Nova Southeastern University
Oral Roberts University
Purdue University-Main Campus
Rensselaer Polytechnic Institute
Rhodes College
Southern Methodist University
Spelman College
St Olaf College
St. John's College
Stevens Institute of Technology
The University of North Carolina at Chapel Hill
Trinity University
Tulane University of Louisiana
University of Chicago
University of Denver
University of Illinois at Urbana-Champaign
University of Maine
University of Maryland-College Park
University of Miami
University of Michigan-Ann Arbor
University of Minnesota-Twin Cities
University of Oklahoma-Norman Campus
University of Oregon
University of Puget Sound
University of South Carolina-Columbia
University of Southern California
University of Tulsa

School Calendar - Fall 2023

August

August 13	Student Move-in/Convocation
August 14	Fall Classes Begin
August 19-20	Open Weekend
August 26	Math Exams (required for all students) SAT (off-campus)

September

September 2-4	Extended Weekend (Labor Day)
September 5	Fine Arts Classes Begin
September 6	Foreign Language Classes Begin
September 9	History Exams (required for all students) ACT (off-campus)
September 16-17	Open Weekend
September 16	Parents' Day
September 22	End of 1 st grading period
September 23	Literature Exams (required for all students)
September 30-October 1	Open Weekend

October

October 7-9	Extended Weekend
October 7	SAT (off-campus)
October 13	Monday Schedule
October 14	PSAT (required for Juniors)
October 14-15	Open Weekend (Seniors only)
October 16	Fine Arts Performance: Kyle Dillingham
October 19	Quantum Experience
October 21-22	Open Weekend
October 21	Preview Day
October 28	Math Exams (required for all students) ACT (off-campus)

November

November 3	End of 2nd Grading Period
November 4-5	Open Weekend
November 4	SAT (off-campus)
November 11	General Physics Exams (required for all students in General Physics)
November 18-26	Fall Break

December

December 2-3	Open Weekend
December 2	SAT (off-campus)
December 9-10	Open Weekend
December 9	Winter Formal ACT (off-campus)
December 11-15	Final Exams
December 16-January 7	Winter Break

School Calendar - Spring 2024

January

January 8.....	Spring Classes Begin
January 13-15.....	Extended Weekend (Martin Luther King Day)
January 19.....	Monday Schedule
January 20.....	Math Exams (required for all students)
January 27-28.....	Open Weekend

February

February 3.....	History Exams (required for all students)
February 7.....	Teacher Appreciation Day
February 10-11.....	Open Weekend
February 10.....	ACT (off-campus)
February 16.....	End of 1 st Grading Period
February 17-20.....	4 Day Extended Weekend (President's Day)
February 23.....	Monday Schedule
February 24.....	Literature Exams (required for all students)
February 28.....	Civic Center Show

March

March 2-3.....	Open Weekend
March 4.....	Fine Arts Performance: Oklahoma Fancy Dancers
March 9-10.....	Math Exams (required for all students) Middle School Math Contest
March 16-24.....	Spring Break
March 30-April 1.....	Extended Weekend (Easter Sunday)

April

April 5.....	End of 2 nd Grading Period
April 6.....	History Exams (required for all students) Sneak Peek
April 8.....	Solar Eclipse
April 13-14.....	Open Weekend (Seniors only)
April 13.....	ACT (administered at OSSM, required for Juniors)
April 20.....	Interview Day for Class of 2026
April 20-21.....	Open Weekend
April 27.....	Prom
April 29.....	Integration Bee

May

May 4.....	Literature Exam (required for all students) SAT (off-campus) Mentorship Symposium
May 6-17.....	AP Exams
May 11-12.....	Extended Weekend (Mother's Day)
May 18-19.....	Open Weekend
May 20-24.....	Final Exams
May 25.....	Commencement

ATTACHMENT 5

OFFICE OF ADMISSIONS REPORT



1. Important Admissions Dates:

- a. National ACT Dates Remaining: Dec. 9, 2023 & February 10, 2024.
- b. Preview Day: Saturday, February 24, 2024, 1:30 PM-5:00 PM
- c. Application deadline: March 8, 2024
- d. Application Screening: March 28, 2024
- e. Semifinalist Announced: Mid-April 2024
- f. Semifinalist Interview Day: Saturday, April 20, 2024
- g. Finalist Announced: Mid May 2024
- a. Orientation: May 28, 2024, 4:00 PM or May 31, 2024, 1:30 PM

2. Application Status: Admissions successfully transitioned our application process from paper submission to a user-friendly, mobile-compatible online platform.

- a. 89 application accounts have been created
- b. 6 applications have been submitted
- c. 12 applications have not yet been started
- d. 66 applications are currently in progress
- e. 0 applications have been completed

3. Average Weekly Progress: Over 10 weeks, 9.1 applications created per week.

4. Goal: To increase the number of potential candidates, increase county diversity among invited students, and increase the likelihood of finding exceptional students in Oklahoma.

- a. target of 237 applications by the deadline
- b. 148 applications remaining
- c. 13 weeks to deadline
- d. an average of 11.3 applications submitted per week (including winter break and holiday)

5. Communication Strategy: Implemented protocol with applicants and potential applicants.

- a. 15 calls a week to prospective students who have not started applications.
- b. 15 calls a week to students who started applications but not making progress.
- c. Communication Flow: scheduled emails to students that have visited campus, contacted Admissions, or submitted interest forms every 7-10 days with admissions information.
- d. Personalized communication at least once a month.

6. Communication Strategy Summary: Utilized Encora's purchased contacts of students with an ACT/Pre ACT score above 24 and a GPA of 3.0+.

- a. Sent 1184 application-invitation postcards from Encora list mailed in September.
- b. Sent 6564 application-invitation emails to Encora list in September.
- c. Sent 88 application-invitation letters to Encora list in October.
- d. Sent 33 application-invitation emails to Encora list in October.
- e. Sent 220 application-invitations letters to Encora list in November.
- f. Sent 30 application-invitations emails to Encora list in November.
- g. Sent 590 application-invitations letters to Encora list in December.
- h. Sent 310 application-invitations emails to Encora list in December.
- i. Total: 9019 application-invitation communications to the Encora list during the fall semester of 2023.
- j. Scheduled 15 follow-up phone calls in December to students who created an application account but have not progressed with the application process yet.
- k. Scheduled 12 follow-up phone calls in December to students who created an application account but have not progressed with the application process yet.



- 7. Scheduled On-campus Events: Visiting campus is the initial step recommended for prospective applicants, backed by admissions research and data.**
 - a. **Preview Day:** Preview Day is scheduled for Saturday, February 24.
 1. To achieve a 121% increase from last year's 47 shadow visits with 107 applications, the goal of shadow visits: 104
 2. 14 students registered
 - b. **Shadow Experience:** Students can visit campus on weekdays during regular school sessions to attend classes alongside OSSM juniors, except during test or finals weeks.
 1. To achieve a 121% increase from last year's 47 shadow visits with 107 applications, the goal of shadow visits: 104
 2. 6 students scheduled for spring semester.
- 8. Fall Semester On-Campus Event Summary: Programs and activities held on-campus with the intention of informing prospective students about OSSM's offerings and opportunities.**
 - a. 50 Prospective students attended Preview Day
 - b. 11 Family Tours
 - c. 10 prospective students attended the MIT Admissions Event
 - d. 23 students participating in field trips
 - e. 42 shadow experiences
 - f. 20 8-11th grade students participated in the AMC Contest
 - g. 6 conferences
 - h. 38 counties represented
- 9. Scheduled Off-campus Events: Reach a wider audience of potential applicants and provide accessibility to individuals who may not be able to visit the campus.**
 - a. 13 School visits in January
 - b. 4 Parent Meetings in January
 - c. 4 conferences during Spring semester
- 10. Fall Semester Off-Campus Events Summary: Programs and activities held off-campus with the intention of engaging and informing prospective students about OSSM's offerings and opportunities.**
 - a. 19 parent meetings
 - b. 5 coffee talks
 - c. 4 high school fairs
 - d. 144 school visits across 44 counties



11. Interest Contact Data: identifies the various channels through which the interested contacts of Fall Semester 2023 were able to locate OSSM.

Interest Contacts - How did you hear about OSSM?	Total
School Visit	58
Encora Mailing	44
Encora Email	30
Friend or family member	12
High School Fair	10
Summer Camp	6
Math Contest	3
Google Search	3
STEM conference	1
Math Workshop	1
Grand Total	168

- a. **Leverage School Visits:** School visits are in the top three channels, indicating school visits are an effective strategy for reaching potential students. Increasing the number of school visits or enhancing the engagement during these visits could be beneficial.
- b. **Utilize Encora Mailings and Emails:** Encora's purchased contacts have the most significant impact, serving as a valuable resource for reaching prospective students through mailings, email, and school visits.
- c. **Encourage Word-of-Mouth:** Friends or family members that advocate for OSSM could be beneficial. Begin campaign for current students, alumni, and faculty to share positive experiences on social media platforms and partner with alumni for sharable content

ATTACHMENT 6

OFFICE OF DEVELOPMENT REPORT

Development Report 2023 as of 11-30

2023 Annual Appeal mailed November 1 and included the 2022-2023 OSSM Annual Report.

If you haven't yet this year, please make your personal gift as a Trustee today!! Thank you so very much for all your hard work and your steadfast, generous support!

Events

- OSSM Awesome Evening was held at Oklahoma City Golf & Country Club on Wednesday, September 13 – *Many thanks to Molly and Paul Wehrenberg for their generous sponsorship and to all who attended!!*
- **Quantum Experience is postponed until the Spring.**

Outreach

- **OSSM Alumni gathered in NYC Area on June 17** – Todd Edmonds (OSSM'12) hosted & sponsored
- **OSSM Alumni gathering scheduled in Houston on November 10** – Sarah Kassis-Izzat (OSSM'05) coordinating; OSSM Fnd sponsoring reception
- Leadership Oklahoma held their Board meeting at OSSM on October 20
- Trustees' assistance needed in local community outreach (Info, Intros & Tour invites!):
 - Legislators
 - Alumni
 - businesses & local area Chambers
 - schools/districts, and other individuals

Projects

- **New Alumni Web Portal** – Working group of Todd Edmonds (OSSM'12), Sean Jones (OSSM'01), Teresa Dietrich (OSSM'95), Warren Thomas, Linda Waters, and Pam Felactu researching/evaluating best option

Support

- Support for Quantum Experience 2023 up to \$117,000 as of Sep 30, including \$50,000 sponsorship from Bryan Eastin, PhD (OSSM'1997)
- Giving in excess of the \$150,000 needed to stimulate a new Faculty Award to the OSSM Faculty Endowment has been contributed by Bryan Eastin, PhD, OSSM Class of 1997. The **Eastin Faculty Award** will highlight an awesome OSSM Faculty member in the coming year – *First alumni-funded Faculty Award!*
- **Seeking new sponsors for 2024 Summer Science Teachers Institute - \$25,000**
 - *Many, many thanks to Oklahoma Medical Research Foundation and Rob Miner for sponsoring in 2023!!*
- **Seeking new sponsors for Spring 2024 OSSM Engineering Seminar - \$25,000**
- New Gym Equipment purchased for weight room - \$26,000
 - *Class of 2002.20th Anniversary gift of \$20,000 from Eric Tong!*
- New Learning Glass Lightboard system purchased
 - *Many thanks to Presbyterian Health Foundation for \$10,000 grant!*
- Kirkpatrick Foundation grant approved for 2023-2024 Fine Arts - \$20,000
- Sarkeys Foundation grant approved for 2024 Summer Math Institute - \$25,000
- Samuel Roberts Noble Foundation grant received for 2024 Bridge Stipend program - \$35,000
- Marathon Oil grant received for 2024 Summer Academy Scholarships - \$15,000

Thank you!!!

ATTACHMENT 7

OFFICE OF THE PRESIDENT REPORT

OSSM Alumni Represents Oklahoma at UN Conference

OSSM Alum Sarvesh R. is in Geneva, Switzerland at the UN headquarters. Attending the Human Rights Council, he spoke on behalf of the University of Tulsa and IMUNA, a non-profit educational org. working on global issues in education. His participation is putting Oklahoma on the global stage!

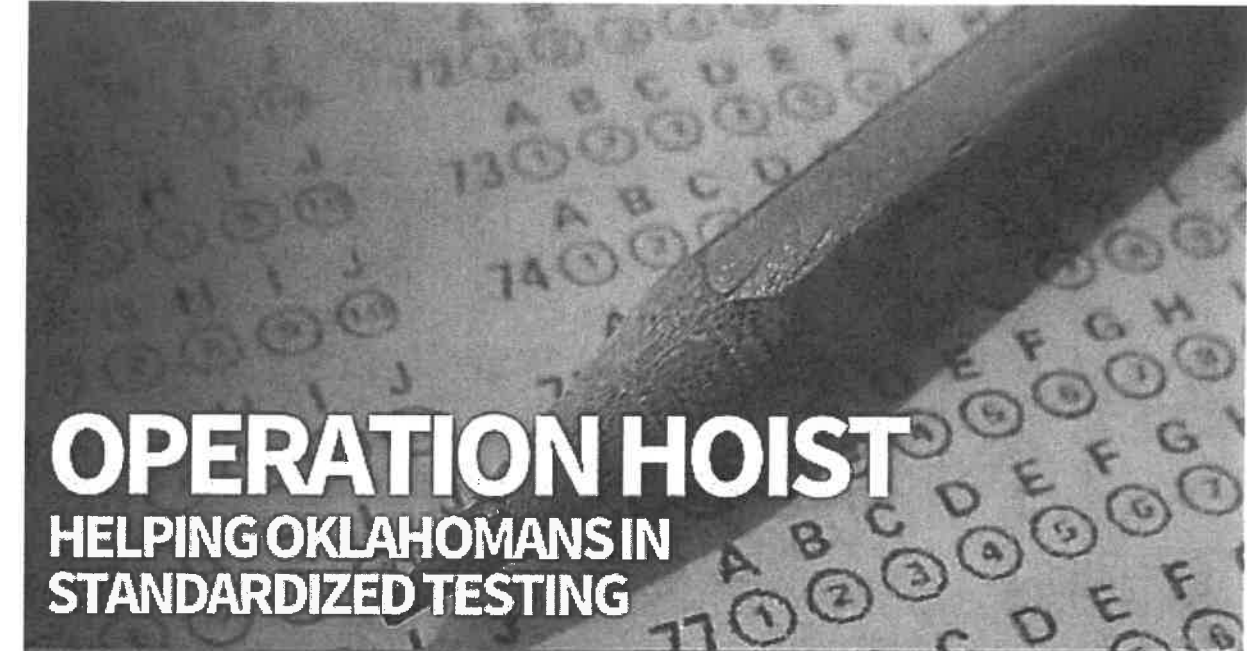
"Attending the UNHRC meeting in Business and Human Rights, I was able to ...voice pressing issues in our community," he said.

Not only was this an opportunity for Sarvesh to involve himself in conversation, it was his chance to put show stakeholders, national delegations, and peacemakers what Oklahoma is capable of.

Additionally, he got the opportunity to meet and speak with astrophysicist Dr. Avi Loeb at the CERN laboratory. As he wrote in Sarvesh's journal, it should be his goal to "maintain my childhood curiosity," and explore what we can do to change the world one step at a time.

Sarvesh says he got super excited when the session moderator shouted out "I like that question"





OPERATION HOIST

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Date and Time

Saturday, 4 November, 2023

8:00 AM - 4:00 PM

At the Oklahoma School of
Science and Mathematics

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**OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS
BOARD OF TRUSTEES
ROLL CALL AND MOTION APPROVAL SHEET**

Date: Tues, Dec. 12, 2023

11:10

Regular Meeting:

Special Meeting:

ROLL:

		<u>Motion 1</u>	<u>Motion 2</u>	<u>Motion 3</u>	<u>Motion 4</u>	<u>Motion 5</u>
Mr. Dan Little	<input checked="" type="checkbox"/>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Mr. Tom Adelson <i>Zoom</i>	<input checked="" type="checkbox"/>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Ms. Apryl Beall	<u>NO</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Mr. Lance Benham	<u>NO</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Mr. Jerry Burger	<input checked="" type="checkbox"/>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Mr. Gary Ellis	<input checked="" type="checkbox"/>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Ms. Marian Free	<input checked="" type="checkbox"/>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Ms. Rhonda Jones	<u>NO</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Dr. Michael Jordan <i>Zoom</i>	<input checked="" type="checkbox"/>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Dr. Qiang Liu <i>oo</i>	<input checked="" type="checkbox"/>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Dr. Lara Mashek	<input checked="" type="checkbox"/>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Mr. Ron Mashore	<input checked="" type="checkbox"/>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Sen. Adam Pugh	<input checked="" type="checkbox"/>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Mr. Steven Rhines	<input checked="" type="checkbox"/>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Mr. James Roller	<input checked="" type="checkbox"/>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Dr. Robert Romines	<u>NO</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Dr. Geoff Simpson	<u>Y</u> <i>10</i>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>

EX-OFFICIO:

Dr. David Wrobel (OU)	<u>Y</u>
Kirsten Olds (Univ. Tulsa)	<u>NO</u>
Mike Turpen	<u>NO</u>
Supt. Ryan Walters	<u>NO</u>
Dr. Keith Garbutt (OSU)	<u>Y</u>
Allison Garrett	<u>Y</u>

DESIGNEE:

Cora James
Dr. Goldie Thompson

MOTION 1:

approval of the minutes
By: JB 2nd: LM

MOTION 2:

3rd wk 10:00 on R's
By: JB 2nd: SR

MOTION 3:

Exec Session - enter 12:05
By: RM 2nd: LM

MOTION 4:

Exec Session - exit 12
By: JB 2nd: LM GS

MOTION 5:

adjournment
By: RM 2nd: GS
JB GE

adj: 12:25

* per Madalynn Martin - Asst. AG - notes

OSSM STAFF IN ATTENDANCE:

Mr. Tony Cornforth _____

Dr. Brent Richards _____

Ms. Pam Felactu _____

Ms. Linda Waters _____

Ms. Jamie Bond _____

Ms. Shannon Gorbet _____

GUESTS IN ATTENDANCE:

TIME BOARD MEETING BEGAN:

11:10

TIME ADJOURNED:

12:25

OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS

THE BOARD OF TRUSTEES

REGULAR MEETING

Tuesday, December 12, 2023

11:00 a.m.

GUEST SIGN-IN SHEET

NAME

AFFILIATION

1. Jennifer Palmer

Oklahoma Watch

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____
