



# TULSA LEGACY CHARTER SCHOOL

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**Tulsa Legacy Charter School Board Meeting Minutes**  
**Monday, October 26<sup>th</sup>, 2020 at 4:00pm | Virtual Zoom Meeting**  
*Yearly Board Attendance*

Name	Aug	Sept	Sept*	Oct							
C. Armstrong	x	x	x	x							
J. Dyer	x	x	x	--							
S. Liggins	x	x	x	x							
D. Murphy	x	x	x	x							
L. Oldham	x	x	x	x							
J. Rabinowitz	x	x	x	x							
A. Sims	x	x	x	--							
A. VanHanken	x	x	x	x							
D. Liggins	x	x	x	x							

**In Attendance**

Christina Armstrong, Diane Murphy, Annie VanHanken, Jeremy Rabinowitz, Lauren Oldham,  
Darla Liggins, Shawn Liggins

**Call to Order**

Diane Murphy called the meeting to order at 4:04 PM.

**Agenda Adoption**

Diane Murphy moved to adopt the agenda. Annie VanHanken seconded. All in favor and the motion passed.

**Board Minutes Adoption**

Annie VanHanken moved to approve the Board meeting minutes from September 17, 2020.  
Shawn Liggins seconded. All in favor and the motion passed.

Annie VanHanken moved to approve the Board meeting minutes from October 12, 2020. Jeremy Rabinowitz seconded. All in favor and the motion passed.

**Public Comments:**

None

**Executive Director Report– Kiana Smith**

Kiana Smith presented an update on the TLCS re-opening plans. In response to a TLCS staff member testing positive for COVID-19, TLCS was forced to adjust the re-opening entry dates to the following:



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- November 4<sup>th</sup>: Scholars in 1<sup>st</sup> through 5<sup>th</sup> grade return to in-person learning
- November 9<sup>th</sup>: Scholars in 6<sup>th</sup> through 8<sup>th</sup> grade return to in-person learning
- November 11<sup>th</sup>: Scholars in Prekindergarten through Kindergarten return to in-person learning.

According to the most recent survey conducted by TLCS, 475 parents selected in-person learning for their scholars. To best support families and meet the educational needs of all scholars, TLCS will adjust their bell schedule to reflect a 7:30 AM start time and a 3:00 PM dismissal, Monday through Thursday. All scholars will attend school virtually on Friday.

During the ED report, the TLCS Board reviewed, voted on and approved the TLCS Families First Coronavirus Response Act (FFCRA or Act). The Federal Family First Coronavirus requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.

## **Principal Report–Kiana Smith/Nicole Whiteside**

During the Principals' Report, Nicole West shared an overview of the updated Upper Academy schedules, the in-person and distance learning model, the in-person coaching plans, as well as the instructional coaching foci for the second quarter. K. Smith shared an update about the District's Reading Sufficiency Act, which included the number of scholars tested and grades that tested. K. Smith also shared an instructional update surrounding early childhood adjustments to in-person learning model with COVID-19 precautions in mind.

## **September Finance Report– Kiana Smith**

Kiana Smith reviewed overall budgets for the General Fund, Activities Funds, and Gifts Fund. TLCS also reviewed, voted and approved the proposal to use Sanders, Bledsoe and Hewett CPA, LLP for the 2019-2020 financial audit.

## **Credit Card Statement- Kiana Smith**

Kiana Smith reviewed the credit card statement. The credit card statement reflected two credits, one for the refund for the chromebook purchase in August and a refund from Quick Print for the printing of the distance learning packets in August.

## **Encumbrance Register– Kiana Smith**

Kiana Smith reviewed the Encumbrance Register by vendor. The Board voted and approved the October Encumbrance Register.

## **Action Items and Adjournment- Diane Murphy and Kiana Smith**

Diane Murphy moved to adopt the Family First Coronavirus Response Act as a guideline for the organization's temporary leave policy for the 2020-2021 school year. Annie VanHanken seconded. All in favor and the motion passed.

Annie VanHanken moved to approve the Sanders, Bledsoe, and Hewett CPA, LLP as the company used to conduct the TLCS 2019-2020 financial audit. Shawn Liggins seconded. All in favor and the motion passed.

Diane Murphy moved to adjust the re-entry dates for Prekindergarten and Kindergarten scholars due to the confirmed positive staff COVID-19 case. Annie VanHanken seconded. All in favor and the motion passed.



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Meeting adjourned at 5:18 PM.

