



## BOARD OF TRUSTEES

OKLAHOMA EDUCATION ASSOCIATION  
523 E. MADISON, OKLAHOMA CITY

FEBRUARY 4, 2016

1:00 P.M.

### AGENDA

- |       |  |   |
|-------|--|---|
| I.    | <b>Call to Order</b>   | Phil Berkenbile, OETT Chair   |
| II.   | <b>Approval of Minutes</b>   |   |
| III.  | <b>Finance/Investment Committee</b><br>4 <sup>th</sup> Quarter Financials<br>2016 Grantmaking Budget | Phil Berkenbile, Chair<br>Sherrie Schroeder, CPA<br>Foundation Management, Inc.   |
| IV.   | <b>Audit Committee</b>   | John Wright, Chair  |
| V.    | <b>Administrative Management Contract</b>  | Frank W. Merrick, President<br>Foundation Management, Inc.  |
| VI.   | <b>2014 Grantee Evaluation</b>   | Susie Graves, OETT Director<br>Foundation Management, Inc.  |
| VII.  | <b>Phase II Grant Award Eligibility</b>  | Lynn Rogers, OETT Legal Counsel   |
| VIII. | <b>K20 Center Professional Development</b><br><b>Phase I &amp; II Reports</b>                        | Leslie Williams, K20 Director<br>Linda Atkinson, K20 Associate Director<br>Nicki Watkins, Director OETT Phase II<br>Sharon Wilbur, Associate Director |
| IX.   | <b>New Business</b>  |   |
| X.    | <b>Adjourn</b>   |   |

#### Future Meeting Dates

Regular OETT Trustee Meeting @ OEA:

- April 28, 2016 – 1 p.m.
- July 28, 2016 – 1 p.m.

Finance/Investment Committee Meetings @ OEA:

- April 28, 2016 – 11:30 a.m.
- July 28, 2016 – 11:30 a.m.



## OKLAHOMA EDUCATIONAL TECHNOLOGY TRUST

Board of Trustees Meeting Minutes

February 4, 2016

The Board of Trustees of the Oklahoma Educational Technology Trust met on February 4, 2016 in the conference room of the Oklahoma Education Association in Oklahoma City.

Members present: Bob Stafford (Vice-Chair), David DuVall, Robert Franklin, Shawn Hime, Sandy Scaffetta Johnson, Scott Parks, and John Wright

Members absent: Phil Berkenbile and Steven Crawford

Management team present: Frank Merrick, Randy Macon, Sherrie Schroeder, Susie Graves, and Jane Trench

Others present: Lynn Rogers (legal counsel), Linda Atkinson, Leslie Williams, Nicki Watkins, Sharon Wilbur (K20 Center)

**Call to Order:** In the Chair's absence, Bob Stafford, Vice-Chair called the meeting to order at 1:07 p.m. and declared a quorum present.

**Approval of Minutes:** Following discussion and noting of one typographical error, a motion was made, duly seconded, and adopted by unanimous vote to approve the corrected minutes of the November 5, 2015 OETT Trustee Meeting.

**Finance/Investment Committee** – Bob Stafford, Finance/Investment Chair, reported that the Finance/Investment Committee meeting had just concluded prior to this meeting and reported that Brad Zerger and James Dickson from BancFirst Trust met with the committee and presented the investment portfolio report. Zerger reported a -1.2% return on investments for the year ending 12/31/15 and a 5.7% annualized return since inception of the fund. Sherrie Schroeder presented the 4<sup>th</sup> quarter financial reports including a graphic representation of trust assets and grants from inception to date, Statement of Financial Position and the Statement of Activities of the trust and reported total assets at 12/31/15 of \$34,320,093 with total grants payable of \$293,102. Stafford, on behalf of the Finance/Investment Committee presented two motions:

- To raise \$3,000,000 in cash and cash equivalents to facilitate projected budgetary needs with the desirability of the cash reserve to be reviewed quarterly by the investment committee.
- To fund 18 Phase II schools with the option to add three additional schools if the asset balances and quality of applications support that decision

Since the motions came from the committee, a second was not required. Both motions were adopted by unanimous vote after considerable discussion.

**Audit Committee:** John Wright, Audit Committee Chair, stated that Luton & Company continues to prepare the audit and IRS 990 for OETT. A motion was made and duly seconded to **approve the current engagement and authorize the Audit Chair to sign the engagement letter with Luton & Company.**

**Administrative Management Contract:** Frank Merrick presented the Communities Foundation of Oklahoma administrative management agreement for renewal noting the recommended changes to update the document. A motion was made, duly seconded, and adopted by unanimous vote to approve the language changes in the administrative contract. FMI and K20 Center staff teams were excused. Following trustee discussion, the FMI & K20 Center teams returned. A motion was then made, duly seconded, and adopted by unanimous vote to **approve the Communities Foundation of Oklahoma administrative management agreement** with the FMI staff requested to review the entire document and address other language issues discussed.

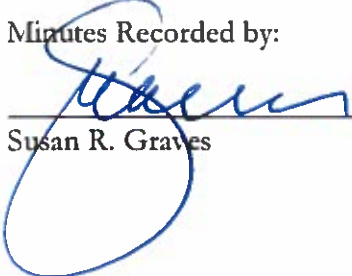
**Evaluation:** Susie Graves, the OETT staff director, first circulated press releases about OETT grant schools that have been published in Oklahoma newspapers since the last OETT trustee meeting. Graves presented the 2014 Grantee Evaluation, reporting that 16 schools “exceeded expectations” and three “met” grant expectations. In terms of sustainability, only two schools received “moderate” ratings with the other 17 obtaining a “significant” rating. Graves discussed the tools – both quantitative and qualitative – used in the evaluation, and reported that members of the trust, K20 Center team, and staff of FMI/CFO will be working with the survey to revise and update it. There was discussion related to public availability of the evaluation report including the option of sending the report to each superintendent. Graves reported that each year’s evaluation are posted on the OETT website and included in the annual report. Several suggestions were made to add data to the evaluation charts.

**Phase II Grant Award Eligibility:** Frank Merrick drew trustees’ attention to the opinion letter provided by Lynn Rogers, OETT Counsel. Rogers explained the sources used in the summary of his research after being requested, at the last OETT trustee meeting, to furnish guidance on the meaning of the term “common schools”. His conclusion was “...‘common schools’ as used in the OETT Documents is synonymous with ‘public schools’.....and refers only to schools open to the public and supported by public taxation...[and] does not include a private, sectarian or virtual school not supported by public taxation, nor a provider of educational services to the common or public school pursuant to contract.” Following discussion a motion was made, duly seconded, and adopted by unanimous vote **that the management team develop language to present at the next OETT trust meeting which would establish a policy for determining schools’ eligibility for OETT grants.**

**K20 Center Professional Development:** Leslie Williams, K20 Center Director, reported that the K20 Center’s 20<sup>th</sup> anniversary events were well attended with 150-200 at the evening reception and over 800 participants at the Innovative Learning Institute on December 3, 2015. Sharon Wilbur, Director of Phase I, reported that the “Action Planning to Grants” session at ILI utilized past funded school administrators in informal “coffee shop” discussions. She stated that over 40 attended the December Phase I Leadership Seminar and that Phase I has had more participants than in the past few years. She also stated that many past completers are participating in “Return to Leadership” sessions. Nicki Watkins, Director of Phase II, reported that almost all of the 2015 grant school site visits have been completed without any weather interruptions. She stated that the new “Digital Playground” at ILI was highly successful with over 100 in attendance in the first hour. Watkins reported that 53 grant applications have been submitted for 2016 Phase II funding. The new grant application review process was discussed at length.

There being no further business, the meeting was adjourned at 2:55 p.m.

Minutes Recorded by:

  
\_\_\_\_\_  
Susan R. Graves

Approval of Minutes:

  
\_\_\_\_\_  
Signature

4-28-16  
Date

Phil Berkobile  
\_\_\_\_\_  
Printed Name

CHAIR  
\_\_\_\_\_  
Title



## BOARD OF TRUSTEES

OKLAHOMA EDUCATION ASSOCIATION (OEA)  
323 E. MADISON, OKLAHOMA CITY  
APRIL 28, 2016  
1:00 P.M.

### AGENDA

- |       |  |  |
|-------|--|--|
| I.    | <b>Call to Order</b>   | Phil Berkenbile, OETT Chair  |
| II.   | <b>Approval of Minutes</b>   | Shawn Hime, OETT Secretary   |
| III.  | <b>Finance/Investment Committee</b><br>1 <sup>st</sup> Quarter Financials  | Bob Stafford, Chair<br>Sherrie Schroeder, CPA  |
| IV.   | <b>Phase II Grant Award Eligibility</b>  | Lynn Rogers, Legal Counsel   |
| V.    | <b>2016 Phase II Grant Recommendations</b>   | Susie Graves<br>Leslie Williams, K20 Center Director<br>Linda Atkinson, K20 Associate Director<br>Nicki Watkins, K20 Phase II Director |
| VI.   | <b>Management Agreements/Contracts</b> <ul style="list-style-type: none"><li>• CFO Administrative Management Agreement</li><li>• K20 Center Contract</li></ul> | Frank Merrick, FMI President   |
| VII.  | <b>2015 Annual Report</b>  | Susie Graves   |
| VIII. | <b>Trustee Appointment Notifications</b>   | Phil Berkenbile  |
| IX.   | <b>Nominating Committee Appointment</b>  | Phil Berkenbile  |
| X.    | <b>New Business</b>  |  |
| XI.   | <b>Adjourn</b>   |  |

### Future Meeting Dates

OETT Trustee Annual Meetings @ K20 Center

- July 28, 2016 – 1 p.m.

Finance/Investment Committee Meetings @ K20 Center:

- July 28, 2016 – 11:30 a.m.



## OKLAHOMA EDUCATIONAL TECHNOLOGY TRUST

Board of Trustees Meeting Minutes

April 28, 2016

The Board of Trustees of the Oklahoma Educational Technology Trust met on April 28, 2016 in the conference room of the Oklahoma Education Association in Oklahoma City.

Notice: Two emails were sent with meeting details; one email was sent 4/21/16 with attached agenda and meeting materials.

Members present: Phil Berkenbile (Chair), Bob Stafford, Robert Franklin, Shawn Hime, Sandy Scaffetta Johnson, and John Wright

Members absent: Steven Crawford, David DuVall, and Scott Parks

Management team present: Frank Merrick, Sherrie Schroeder, Susie Graves, and Jane Trench

Guests/Others present: Lynn Rogers (legal counsel), Linda Atkinson, Leslie Williams, Nicki Watkins, Sharon Wilbur, Ally Audas, Liz Hecox, and Sharlene Kell, (K20 Center)

**Call to Order:** Chair, Phil Berkenbile called the meeting to order at 1:04 p.m. and declared a quorum present.

**Approval of Minutes:** a motion was made, duly seconded, and adopted by unanimous voice vote to **approve the minutes of the February 4, 2016 OETT Trustee Meeting.**

**Finance/Investment Committee** – Bob Stafford, Finance/Investment Chair, reported that the Finance/Investment Committee meeting had just concluded prior to this meeting and reported that Brad Zerger and Jon Bowers from BancFirst Trust met with the committee and presented the investment portfolio report. Sherrie Schroeder presented the 1<sup>st</sup> quarter financial reports including a graphic representation of trust assets and grants from inception to date, Statement of Financial Position and the Statement of Activities of the trust and reported total assets at 3/31/16 of \$34,145,724 with excess of revenues over expenses of \$121,784. Stafford, on behalf of the Finance/Investment Committee **moved approval of the Finance/Investment Committee report. The motion was duly seconded and adopted by unanimous voice vote.**

**Phase II Grant Award Eligibility:** Lynn Rogers presented his opinion paper recommending that charter and virtual schools are both considered public schools but are only eligible for OETT grants if they meet specific conditions listed under #4. Following discussion a motion was duly made, seconded and adopted by unanimous voice vote **to table the agenda item for further analysis.**

**2016 Phase II Grant Recommendations:** Prior to discussion Susie Graves presented the Chair & Trustees with a gift basket from Hollis High School. A motion was duly made, seconded and adopted by unanimous voice vote to **expand 2016 OETT grant awards from 18 to 20 as recommended by the Finance/Investment Committee.** Susie Graves reported on the new review process. Leslie Williams introduced the K20 Center team present which included the Field Technology Specialists who work

directly with the schools each year. She distributed and explained the grant recommendations spreadsheet. Discussion followed related to administrative changes prior to grant awards and the importance of leadership continuity in grant implementation. A motion was duly made, seconded, and adopted by unanimous voice vote to **approve 2016 OETT grant awards to schools in lines #1-21 minus line 3.** Grant maps and charts providing additional information about awarded schools were distributed. Chair Phil Berkenbile commended the K20 Center team on the professional development delivered annually to grant schools.

**Administrative Management Contract:** Frank Merrick presented the revised Communities Foundation of Oklahoma administrative management agreement. He and Susie Graves explained the research on and changes made to language related to “will” and “shall” and the one sentence removed in #5 related to timing of payments. A motion was duly made, seconded and adopted by unanimous voice vote to **approve the corrected language in the administrative agreement.**

**K20 Center Contract:** Frank Merrick reviewed Modification No. 8 with the trust which reflected the K20 Center three year revolving contract and recommended renewal. A motion was duly made, seconded, and adopted by unanimous voice vote to **approve the one year renewal of the K20 Center contract with OETT.**

**2015 Annual Report:** Susie Graves distributed the press clippings that have appeared in state newspapers since the last OETT Meeting. She also reported that annual reports for 2016 had been mailed or delivered to all appointing entities and trustees.

**Trustee Appointment Notifications:** Chair Phil Berkenbile reminded trustees that current terms expire 7/31/16 which will require new appointment and/or reappointment letters from appointing entities. It was reported that the letters accompanying the annual reports stated the need for new appointment letters, and that Susie Graves will be contacting all of the entities and obtaining new letters prior to the annual meeting.

**Trustee Nominating Committee:** Chair Phil Berkenbile appointed Bob Stafford and Sandy Johnson to join him as the 2016 Nominating Committee for new officers.

There being no further business, a motion was duly made, seconded, and adopted by unanimous voice vote to **adjourn the meeting at 2:55 p.m.**

Minutes Recorded by:

Approval of Minutes:

\_\_\_\_\_  
Susan R. Graves

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*



## BOARD OF TRUSTEES ANNUAL MEETING

K20 Center on OU Campus  
3100 Monitor Avenue, Suite 200  
Norman, OK 73072  
July 28, 2016-- 1 p.m.

### AGENDA

- |       |  |   |
|-------|--|---|
| I.    | Call to Order  | Phil Berkenbile, OETT Chair   |
| II.   | *Minutes of 4/28/16 Meeting  | Shawn Hime, Secretary   |
| III.  | Finance/Investment Committee<br>*Financial Reports<br>*Investment Policy                     | Bob Stafford, Chair<br>Sherrie Schroeder, CPA<br>Foundation Management, Inc.  |
| IV.   | *Audit Committee<br>Presentation of 2015 Audit<br>& IRS 990                                  | John Wright, Chair<br>David R. Brady, CPA<br>Luton & Company, PLLC  |
| V.    | Phase II School Grants<br>2015 Grantee Video<br>Professional Development<br><br>OETT Phase I | Susie Graves<br>Dr. Leslie Williams, K20 Center Director<br>Dr. Linda Atkinson, K20 Center Associate Director<br>Dr. Jean Cate, K20 Center Associate Director<br>Dr. Sharon Wilbur, Associate Director OETT Phase II<br>Dr. Nicki Watkins, OETT Phase II Director |
| VI.   | *Trustee Appointments<br>2016-2018 Appointments  | Phil Berkenbile   |
| VII.  | *Nominating Committee<br>2016-2018 Officer Slate   | Phil Berkenbile   |
| VIII. | Old Business<br>Phase II Grant Award Eligibility   |   |
| IX.   | New Business   |   |
| X.    | Adjourn  |   |

2016-2018 Meeting Dates: Finance/Investment at 11:30 a.m. – Trust at 1 p.m. – OEA (323 E. Madison, OKC 73105)  
November 10, 2016  
February 9, 2017  
April 27, 2017  
July 27, 2017

**\*Requires Trustee Action**





## OKLAHOMA EDUCATIONAL TECHNOLOGY TRUST

Board of Trustees Meeting Minutes

April 28, 2016

The Board of Trustees of the Oklahoma Educational Technology Trust met on April 28, 2016 in the conference room of the Oklahoma Education Association in Oklahoma City.

Notice: Two emails were sent with meeting details; one email was sent 4/21/16 with attached agenda and meeting materials.

Members present: Phil Berkenbile (Chair), Bob Stafford, Robert Franklin, Shawn Hime, Sandy Scaffetta Johnson, and John Wright

Members absent: Steven Crawford, David DuVall, and Scott Parks

Management team present: Frank Merrick, Sherrie Schroeder, Susie Graves, and Jane Trench

Guests/Others present: Lynn Rogers (legal counsel), Linda Atkinson, Leslie Williams, Nicki Watkins, Sharon Wilbur, Ally Audas, Liz Hecox, and Sharlene Kell, (K20 Center)

**Call to Order:** Chair, Phil Berkenbile called the meeting to order at 1:04 p.m. and declared a quorum present.

**Approval of Minutes:** a motion was made, duly seconded, and adopted by unanimous voice vote to **approve the minutes of the February 4, 2016 OETT Trustee Meeting.**

**Finance/Investment Committee –** Bob Stafford, Finance/Investment Chair, reported that the Finance/Investment Committee meeting had just concluded prior to this meeting and reported that Brad Zerger and Jon Bowers from BancFirst Trust met with the committee and presented the investment portfolio report. Sherrie Schroeder presented the 1<sup>st</sup> quarter financial reports including a graphic representation of trust assets and grants from inception to date, Statement of Financial Position and the Statement of Activities of the trust and reported total assets at 3/31/16 of \$34,145,724 with excess of revenues over expenses of \$121,784. Stafford, on behalf of the Finance/Investment Committee **moved approval of the Finance/Investment Committee report. The motion was duly seconded and adopted by unanimous voice vote.**

**Phase II Grant Award Eligibility:** Lynn Rogers presented his opinion paper recommending that charter and virtual schools are both considered public schools but are only eligible for OETT grants if they meet specific conditions listed under #4. Following discussion a motion was duly made, seconded and adopted by unanimous voice vote to **table the agenda item for further analysis.**

**2016 Phase II Grant Recommendations:** Prior to discussion Susie Graves presented the Chair & Trustees with a gift basket from Hollis High School. A motion was duly made, seconded and adopted by unanimous voice vote to **expand 2016 OETT grant awards from 18 to 20 as recommended by the Finance/Investment Committee.** Susie Graves reported on the new review process. Leslie Williams introduced the K20 Center team present which included the Field Technology Specialists who work

directly with the schools each year. She distributed and explained the grant recommendations spreadsheet. Discussion followed related to administrative changes prior to grant awards and the importance of leadership continuity in grant implementation. A motion was duly made, seconded, and adopted by unanimous voice vote to **approve 2016 OETT grant awards to schools in lines #1-21 minus line 3.** Grant maps and charts providing additional information about awarded schools were distributed. Chair Phil Berkenbile commended the K20 Center team on the professional development delivered annually to grant schools.

**Administrative Management Contract:** Frank Merrick presented the revised Communities Foundation of Oklahoma administrative management agreement. He and Susie Graves explained the research on and changes made to language related to “will” and “shall” and the one sentence removed in #5 related to timing of payments. A motion was duly made, seconded and adopted by unanimous voice vote to **approve the corrected language in the administrative agreement.**

**K20 Center Contract:** Frank Merrick reviewed Modification No. 8 with the trust which reflected the K20 Center three year revolving contract and recommended renewal. A motion was duly made, seconded, and adopted by unanimous voice vote to **approve the one year renewal of the K20 Center contract with OETT.**

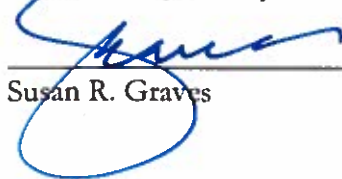
**2015 Annual Report:** Susie Graves distributed the press clippings that have appeared in state newspapers since the last OETT Meeting. She also reported that annual reports for 2016 had been mailed or delivered to all appointing entities and trustees.

**Trustee Appointment Notifications:** Chair Phil Berkenbile reminded trustees that current terms expire 7/31/16 which will require new appointment and/or reappointment letters from appointing entities. It was reported that the letters accompanying the annual reports stated the need for new appointment letters, and that Susie Graves will be contacting all of the entities and obtaining new letters prior to the annual meeting.

**Trustee Nominating Committee:** Chair Phil Berkenbile appointed Bob Stafford and Sandy Johnson to join him as the 2016 Nominating Committee for new officers.

There being no further business, a motion was duly made, seconded, and adopted by unanimous voice vote to **adjourn the meeting at 2:55 p.m.**

Minutes Recorded by:



Susan R. Graves

Approval of Minutes:

 7/28/2016

Signature

Date



Printed Name

Title

Chair



## BOARD OF TRUSTEES

OKLAHOMA EDUCATION ASSOCIATION (OEA)  
323 E. MADISON, OKLAHOMA CITY

DECEMBER 1, 2016

1:00 P.M.

### AGENDA

- |       |   |  |
|-------|---|--|
| I.    | <b>Call to Order</b>  | Bob Stafford, OETT Chair   |
| II.   | <b>Approval of Minutes</b>  | John Wright, OETT Secretary  |
| III.  | <b>Finance/Investment Committee</b><br>3 <sup>rd</sup> Quarter Investments<br>3 <sup>rd</sup> Quarter Financials<br><br>Investment Policy | Bob Stafford for Shawn Hime<br><br>Sherrie Schroeder, FMI<br>Vice-President of Accounting  |
| IV.   | <b>2012 “Look Back” Evaluation</b>  | Susie Graves   |
| V.    | <b>K20 Center Professional Development</b><br>Phase I & II Reports  | Leslie Williams, Director<br>K20Center, OU<br>Linda Atkinson, Assoc. Director<br>Nicki Watkins, Phase II Director<br>Jean Cate, Associate Director |
| VI.   | <b>Phase II Grant Award Eligibility</b>   | Frank Merrick  |
| VII.  | <b>2016 Grantee School Site Visits</b>  | Susie Graves, FMI  |
| VIII. | <b>New Business and Announcements</b>   |  |
| IX.   | <b>Adjourn</b>  |  |

#### Future Meeting Dates

Regular OETT Trustee Meeting @ OEA:

- February 9, 2017 – 1 p.m.
- April 27, 2017 – 1 p.m.
- July 27, 2017 – 1 p.m.

Finance/Investment Committee Meetings @ OEA:

- February 9, 2017 – 11:30 a.m.
- April 27, 2017 – 11:30 a.m.
- July 27, 2017 – 11:30 a.m.



## OKLAHOMA EDUCATIONAL TECHNOLOGY TRUST

### Board of Trustees Meeting Minutes

December 1, 2016

The Board of Trustees of the Oklahoma Educational Technology Trust met on December 1, 2016 in the second floor conference room of the Oklahoma Education Association at 323 E. Madison, OKC. This meeting was rescheduled from November 10, 2016.

Notice: Multiple emails were sent with meeting details & rescheduling options; one email was sent on 11/21/16 with attached agenda and meeting materials.

Members present: Bob Stafford (Chair), John Wright (Secretary), Phil Berkenbile, David DuVall, Sandy Scaffetta Johnson, and Scott Parks

Members absent: Robert Franklin, Shawn Hime

Management team present: Frank Merrick, Susie Graves, Sherrie Schroeder

Others present: Leslie Williams, Linda Atkinson, Nicki Watkins, Sharon Wilbur, and Jean Cate (K20 Center/OK-ACTS)

**Call to Order** – Chair Bob Stafford called the meeting to order at 1:23 p.m. and declared a quorum present. He thanked David DuVall for hosting the meeting at OEA.

**Approval of Minutes** – A motion was duly made, seconded, and adopted by unanimous vote **to approve the minutes of the July 28, 2016 OETT Trustee Meeting.**

**Finance/Investment Committee:** Bob Stafford, reporting in Shawn Hime's absence, stated that the Finance/Investment Committee met just prior to the trustee meeting with Jon Bowers and Brad Zerger from BancFirst Trust and reported that since inception in 2001, 63% of initial corpus has been given away and OETT still has \$34.8 million in total assets despite two market downturns. Stafford reported that investments are up 5.1% year to date and 3.2% for the trailing 12 month period. He stated that the committee had reviewed proposed changes to the Investment Policy; but that after discussion, new revisions will be forthcoming and again reviewed at the February meeting. Sherrie Schroeder called trustees attention to the quarterly financial reports including a graphic representation of trust assets and grants from inception to date, Statement of Financial Position and the Statement of Activities of the trust and reported total assets at 9/30/16 of \$34,846,637. A motion was duly made, seconded, and adopted by unanimous vote **to approve the investment and financial reports.**

**2012 "Look Back" Evaluation** -- Susie Graves reviewed the evaluation process and tools including a six question survey emailed to all school administrators, phone calls, and personal visits to six of the grantee schools. She stated that where there were administrative changes since the 2012 grant year, information was difficult to obtain. While reviewing the evaluation chart with trustees, she stated that almost all of equipment purchased with 2012 grant funds is still being used in classrooms. She also reported that learning teams were still in place in at least 35% of the schools but several have taken different structures. Discussion followed regarding relevance, multiple initiatives, teacher training, test pressure, Phase I importance, and future grantmaking focus.

**K20 Center Professional Development:** Bob Stafford recognized Dr. Jean Cate for all her work with OETT schools since 2002 and her impact on administrator leadership and presented her with 2 books she can enjoy with her grandchildren during retirement. Dr. Cate stated that she celebrates the training of 2000 administrators through OETT's Phase I and thanked the trustees for this opportunity. Leslie Williams, K20 Center Director, noted that Bob Stafford had attended and participated in several sessions of the K20 Center ILI the day prior. She reported that it was the largest event in K20 Center history with over 800 in attendance with 60 breakout sessions in four strands (Tech Integration, Professional Learning Teams, Leadership, and Community Involvement). Nicki Watkins reported on the Digital Playground at ILI – two rooms full of innovative technology – where over 400 “played” and learned about new technology for classrooms. She also reported that 2015 and 2016 OETT grantees were recognized in ILI plenaries and some led breakout sessions; several sessions at ILI focused on PBL (project based learning). Watkins reported that the 2016 OETT Grantee Schools had their 2<sup>nd</sup> quarter meeting at ILI; Stafford & Graves attended that session and participated in discussion re: Jan/Feb site visits. Sharon Wilbur reported that the next Phase I Leadership Session will be December 8<sup>th</sup> with Return to Leadership scheduled for January 10<sup>th</sup>.

**Phase II Grant Award Eligibility:** Frank Merrick reported on meeting with former AG Drew Edmondson and called trustees attention to his letter in the meeting materials. Merrick stated that Edmondson supports the OETT Policy Statement prepared by Lynn Rogers and summarized Edmondson's recommendation that charter, career tech, and common schools are eligible for OETT grants while virtual and private schools are not. Following discussion a motion was duly made and seconded **to approve the policy statement with supporting documentation of Drew Edmondson's letter as Appendix A.**

**2016 Grantee School Site Visits:** Susie Graves distributed the site visit schedule and encouraged trustees to attend whenever possible. She stated that she will also email the site visit to trustees.

There being no further business, **a motion was duly made, seconded, and adopted to adjourn the meeting.** Meeting was adjourned 2:47 p.m.

Minutes Recorded by:

Approval of Minutes:

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Susan R. Graves

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*Signature*

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*Date*

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*Printed Name*

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*Title*