



## BOARD OF TRUSTEES

COOPERATIVE COUNCIL FOR OKLAHOMA SCHOOL ADMINISTRATION  
2901 N. LINCOLN, OKLAHOMA CITY  
JANUARY 19, 2012  
1:00 P.M.

### AGENDA

- |       |   |   |
|-------|---|---|
| I.    | <b>Call to Order</b>  | Steven Crawford, OETT Chair   |
| II.   | <b>Approval of Minutes</b>  | Bob Stafford, OETT Secretary  |
| III.  | <b>Evaluation of 2010 Phase II Grants to Schools &amp; Sustaining Phase II Grants Recommendations</b> | Gloria Hamlin, FMI<br>Evaluation Associate  |
| IV.   | <b>Finance/Investment Committee</b><br>4 <sup>th</sup> Quarter Investments                            | Jeff Mills, Chair<br>Mike Dickinson & Brad Zerger<br>BancFirst  |
|       | 4 <sup>th</sup> Quarter Financials  | Sherrie Schroeder, CPA  |
|       | 2012 Grantmaking Budget   | Frank W. Merrick, President<br>Foundation Management, Inc.  |
| V.    | <b>K20 Center Professional Development Phase I &amp; II Reports</b>                                   | Gregg Garn, Director<br>K20Center, OU<br>Linda Atkinson, Jean Cate,<br>Leslie Williams & Scott Charlson |
|       | 2011 Grantee School Site Visits   | Susie Graves, Executive Director<br>Communities Foundation of Oklahoma                                  |
| VI.   | <b>Old Business</b>   |   |
| VII.  | <b>New Business</b>   |   |
| VIII. | <b>Adjourn</b>  |   |

#### Future Meeting Dates

Regular OETT Trustee Meetings @ CCOSA:

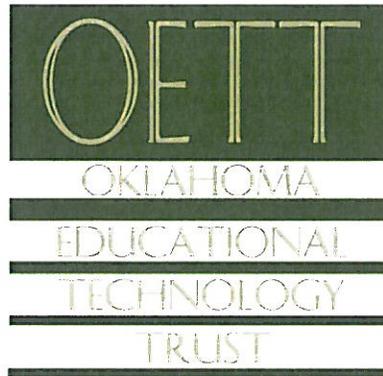
- **May 3, 2012 – 1 p.m.**
- **July 26, 2012 – 1 p.m. Annual Meeting**

Finance/Investment Committee Meetings @ CFO/FMI:

- **May 1, 2012 – 11:30 a.m.**
- **July 24, 2012 – 11:30 a.m.**

Grants Committee:

- **April 23, 2012 -- TBD**



## OKLAHOMA EDUCATIONAL TECHNOLOGY TRUST

### Board of Trustees Meeting Minutes January 19, 2012

The Board of Trustees of the Oklahoma Educational Technology Trust met on January 19, 2012 in the conference room of the Cooperative Council for Oklahoma School Administration in Oklahoma City.

Members present: Steven Crawford (Chair), Clark Jolley, Jeff Mills, Lloyd Snow, Bob Stafford

Members absent: Phil Berkenbile, Dan Hattaway, and Lela Odom

Management team present: Frank Merrick, Susie Graves, Sherrie Schroeder, and Gloria Hamlin.

Others present: Gregg Garn, Linda Atkinson, Jean Cate, Leslie Williams, (K20 Center/OK-ACTS); Mike Dickinson and Brad Zerger (BancFirst); Lynn Rogers

**Call to Order** – Chair Steven Crawford called the meeting to order at 1:08 p.m. and proceeded with informational items on the agenda until a quorum was declared present at 1:20 p.m. Crawford congratulated Dr. Gregg Garn on his new appointment as Dean of the College of Education at the University of Oklahoma.

**Evaluation of 2010 Phase II Grants to Schools** -- Gloria Hamlin presented the report noting that all 13 grant schools exceeded expectations of the grant and discussed factors present in those schools that received a “moderate” sustainability rating. She cited several examples of exceptional work being done in grant schools and responded to trustee questions.

**Sustaining Phase II Grant Recommendations** – Susie Graves noted that trustees, at their November 2011 meeting, had approved inviting eight grant schools from 2007 to apply for Sustaining Phase II awards which consist of \$5,000 of new technology and renewed professional development from the K20 Center. Two applications were received and reviewed by the grants planning team. Following further explanation of each application and discussion, **a motion was made by Jeff Mills, seconded by Bob Stafford and approved by unanimous vote to award a Sustaining Phase II Grant to Perkins-Tryon High School. A second motion was made by Jeff Mills, seconded by**

**Bob Stafford, and adopted to award a Sustaining Phase II Grant to Sand Springs Limestone Technology Academy. Lloyd Snow abstained from this vote.**

**Approval of Minutes – A motion was made by Jeff Mills, seconded by Lloyd Snow, and adopted by unanimous vote to approve the minutes of the November 3, 2011 OETT Trustee Meeting.**

**Finance/Investment Committee:** Jeff Mills reported that the Finance/Investment Committee did not meet on January 17<sup>th</sup> due to scheduling conflicts and that the full committee had been invited to attend this trustee meeting to hear and discuss the investment report from BancFirst. Mike Dickinson reported portfolio assets of \$29,811,262 on 1/13/12 and discussed recent changes in fund managers. He stated that current assets (1/19/12) were approximately \$29,995,000. Brad Zerger reported that the portfolio was up 6.7% for the last quarter of 2011 but down for the year due to losses during the previous quarters. Zerger discussed the market overview section of the report and answered trustee questions.

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 12/31/11 of \$29,566,272. **A motion was made by Clark Jolley, seconded by Bob Stafford, and adopted by unanimous vote to approve the investment and financial reports.**

Frank Merrick presented the management team's recommended 2012 grantmaking budget which included continuation of Phase I funding at \$30,000; fifteen Phase II grants to schools awards at \$40,000 each for equipment; and funding professional development through the K20 Center at the current level of \$425,000. Merrick stated that this budget would represent a slight underdistribution of policy but may be prudent in the current economic climate and trustees would have the option to amend the grantmaking budget (both number of school awards and K20 Center funding) at the May board meeting. Following discussion, **a motion was made by Clark Jolley, seconded by Lloyd Snow, and adopted by unanimous vote to approve the 2012 Grantmaking Budget as presented.**

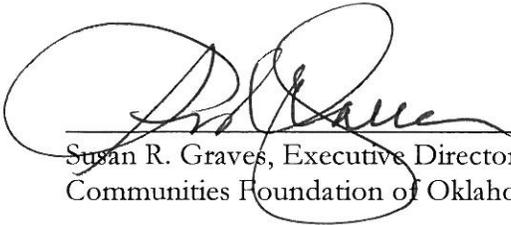
**Trustee Resignation –** Chairman Crawford reported that he had received email communication from Representative Sally Kern notifying OETT of her resignation and that she had asked Ann Coody to name a replacement. **A motion was made by Clark Jolley, seconded by Bob Stafford, and adopted by unanimous vote to accept the resignation of Representative Kern.** Crawford asked staff to contact Representative Coody and request a replacement as soon as possible.

**OK-ACTS Phase I & II Reports –** Dr. Gregg Garn briefly described his new position and how his interaction with the work of the K20 Center that had begun while he served as interim dean for the past six months would continue. He introduced the team present who made brief reports. Jean Cate reported that Sharon Wilbur was at the CCOSA conference discussing technology with administrators and shared information about technology site visits being made by OETT applicants to the K20 Center and that this year was the first when schools brought students, school board members, and parents as part of their grant planning teams. Leslie Williams stated that Phase II staff are working with the new grantmaking timeline and new online application process. She stated that the application deadline is February 6<sup>th</sup> and application review will begin later in the month.

**Site Visits to 2011 Grantee Schools** – Susie Graves reported that Kari Koster from FMI and she had been meeting most of the morning with the K20 team as they were working through all the details related to keeping submitted applications blind and preparing reviewers to begin online evaluation as well. She noted that the beside each trustee’s table tent was art from Mustang Elementary thanking OETT for their new technology and circulated a notebook of recent press clippings and site visit pictures. She also called trustees attention to the site visit schedule and reported that seven site visits are remaining during January and February 2012 and encouraged Trustees to participate if their schedules allowed.

There being no further business, the meeting was adjourned 3:55 p.m. with a **motion by Bob Stafford, seconded by Jeff Mills and adopted by unanimous vote.**

Minutes Recorded by:

  
\_\_\_\_\_  
Susan R. Graves, Executive Director  
Communities Foundation of Oklahoma

Approval of Minutes:

 5/3/12  
\_\_\_\_\_  
*Signature* *Date*

Jeff Mills  
\_\_\_\_\_  
*Printed Name*  
OETT Vice-Chair  
\_\_\_\_\_  
*Title*



## BOARD OF TRUSTEES

COOPERATIVE COUNCIL FOR OKLAHOMA SCHOOL ADMINISTRATION  
2901 N. LINCOLN, OKLAHOMA CITY

MAY 3, 2012  
1:00 P.M.

### AGENDA

- |       |  |   |
|-------|--|---|
| I.    | <b>Call to Order</b>   | Jeff Mills, OETT Vice-Chair   |
| II.   | <b>Trustee Appointment</b>   | Jeff Mills  |
| III.  | <b>Approval of Minutes</b>   | Bob Stafford, OETT Secretary  |
| IV.   | <b>Finance/Investment Committee</b><br>1 <sup>st</sup> Quarter Investments | Jeff Mills, Chair<br>Mike Dickinson & Brad Zerger<br>BancFirst                              |
|       | 1 <sup>st</sup> Quarter Financials   | Sherrie Schroeder, CPA  |
| V.    | <b>Grants Committee</b><br>2012 Grant Recommendations                      | Phil Berkenbile, Chair<br>Phil Berkenbile<br>Linda Atkinson & Leslie Williams<br>K20 Center |
|       | 2012 Grantmaking Budget Recommendation                                     | Frank W. Merrick, President<br>Foundation Management, Inc.                                  |
| VI.   | <b>2011 Annual Report</b>  | Amy Klinge, Advancement Director<br>Communities Foundation of Oklahoma                      |
| VII.  | <b>Trustee Appointments &amp; Nominating Committee</b>                     | Susan Graves, Executive Director<br>Communities Foundation of Oklahoma                      |
| VIII. | <b>New Business</b>  |   |
| IX.   | <b>Adjourn</b>   |   |

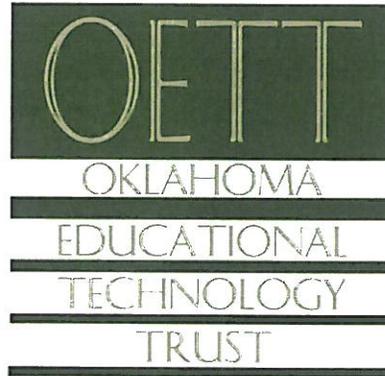
### Future Meeting Dates

Regular OETT Trustee Meetings @ CCOSA:

- **July 26, 2012 – 1 p.m. Annual Meeting**

Finance/Investment Committee Meetings @ CCOSA:

- **July 26, 2012 – 11:30 a.m.**



## OKLAHOMA EDUCATIONAL TECHNOLOGY TRUST

### Board of Trustees Meeting Minutes May 3, 2012

The Board of Trustees of the Oklahoma Educational Technology Trust met on May 3, 2012 in the conference room of the Cooperative Council for Oklahoma School Administration in Oklahoma City.

Members present: Jeff Mills (presiding), Phil Berkenbile, Lela Odom, Bob Stafford, John Wright, Dan Hattaway (arrived as meeting being adjourned)

Members absent: Steven Crawford, Clark Jolley, Lloyd Snow

Management team present: Frank Merrick, Susie Graves, Sherrie Schroeder, Amy Klinge, and Gloria Hamlin.

Others present: Linda Atkinson, Leslie Williams, Scott Charlson, Nicki Watkins, Sara Snodgrass (K20 Center/OK-ACTS); Lynn Rogers

**Call to Order** – Vice-Chair Jeff Mills called the meeting to order at 12:58 p.m. Mills reported that counsel Lynn Rogers advised that new trustee appointments are automatic; Mills welcomed John Wright, the new trustee appointed by the Oklahoma House of Representatives Committee on Education, and declared a quorum present.

**Approval of Minutes** – A motion was made by Phil Berkenbile, seconded by Bob Stafford, and adopted by unanimous vote to approve the minutes of the January 19, 2012 OETT Trustee Meeting.

**Grants Committee** -- Phil Berkenbile, Grants Committee Chair, reported that the Grants Committee met April 23<sup>rd</sup> and noted those attending that meeting. He stated that the evaluation ratings had been reviewed in blind format and that the Grants Committee was unanimous in its recommendation to award 17 Phase II Grants to Schools due to evaluation ratings that resulted in a tie for applicants #15, 16, and 17. The committee reviewed the impact on the grantmaking. Berkenbile referred trustees to the grantmaking budget on page 12 of the meeting packet and stated that funding 17 grants and

increasing the K20 Center professional development contract will still result in \$30,000 under the 5% distribution target. Following discussion, a motion was made by Phil Berkenbile, seconded by Bob Stafford, and adopted by unanimous vote to award 2012 Phase II Grants to Schools to applicants #1 through #17 with #18 and #19 designated as alternates in that order and approve the grantmaking budget revisions allocating \$680,000 for Phase II Grants to Schools and \$500,000 to the K20 Center for professional development services.

**Finance/Investment Committee:** Jeff Mills reported that the Finance/Investment Committee met just prior to the trustee meeting with Mike Dickinson and Brad Zerger from BancFirst Trust and reviewed performance of investments as well as discussing market indicators. Mills reported market value of OETT investments at \$31,858,781 as of 5/1/12 with 8.6% growth over the trailing 3 months ending 3/31/12 and annualized return of 14.5% for last 3 years. Mills commented that Dickinson and Zerger are doing a good job with investment management of OETT assets and appreciated their participation at Finance/Investment Committee meetings. 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 3/31/12 of \$32,058,703 which included \$2.5 million in net income for the first quarter of 2012. A motion was made by Bob Stafford, seconded by John Wright, and adopted by unanimous vote to approve the investment and financial reports.

**2011 Annual Report** – Amy Klinge distributed printed copies of the OETT annual report and stated that it can be viewed on-line. She reported that the new website will be “live” by tomorrow and discussed the roll-out of statewide and hometown press releases for the 2012 Phase II grantees. Klinge also announced that OETT now has a You Tube channel – oettoklahoma – and encouraged sending her videos to be added to You Tube.

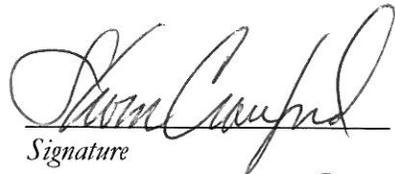
**Trustee Appointments & Nominating Committee** – Susie Graves, reporting for Steven Crawford, announced that Lloyd Snow and Dan Hattaway will join Crawford as the OETT Nominating Committee and will bring a slate of officers for the 2012- 2014 appointment years. She also reported that new appointments and/or re-appointments are due from appointing entities before the annual meeting July 26, 2012.

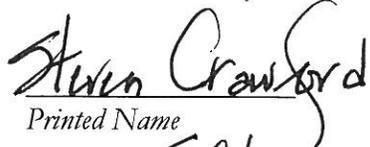
There being no further business, the meeting was adjourned 1:21 p.m.

Minutes Recorded by:

  
\_\_\_\_\_  
Susan R. Graves, Executive Director  
Communities Foundation of Oklahoma

Approval of Minutes:

  
\_\_\_\_\_  
Signature 1-26-12  
Date

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

  
\_\_\_\_\_  
Title



**BOARD OF TRUSTEES  
ANNUAL MEETING**

COOPERATIVE COUNCIL FOR OKLAHOMA SCHOOL ADMINISTRATION (CCOSA)  
2901 N. LINCOLN, OKLAHOMA CITY

July 26, 2012 -- 1 p.m.

AGENDA

- |       |   |   |
|-------|---|---|
| I.    | Call to Order                           | Steven Crawford, OETT Chair                           |
| II.   | *Minutes of 5/3/12 Meeting              | Bob Stafford, Secretary                               |
| III.  | Finance/Investment Committee            | Jeff Mills, Chair                                     |
|       | *Investment Report                      | Mike Dickinson & Brad Zerger, BancFirst               |
|       | *Financial Reports                      | Sherrie Schroeder, CPA<br>Foundation Management, Inc. |
| IV.   | *Audit Committee                        | Lela Odom, Chair                                      |
|       | Presentation of 2011 Audit<br>& IRS 990 | David R. Brady, CPA<br>Luton & Company, PLLC          |
| V.    | Grants Committee                        | Phil Berkenbile, Chair                                |
|       | 2012 Grantee Update                     | Susie Graves  |
|       | 2011 Grantee Videos                     |   |
|       | Professional Development Updates        | K20 Center  |
| VI.   | *Nominating Committee                   | Steven Crawford, Dan Hattaway, Lloyd Snow             |
|       | 2012-2014 Officer Slate                 |   |
| VII.  | *Trustee Appointments                   | Steven Crawford                                       |
|       | 2012-2014 Appointments                  |   |
| VIII. | Old Business                            |   |
|       | *Lynn Rogers Legal Retainer Renewal     |   |
| IX.   | New Business                            |   |
| X.    | Chairman's Report                       | Steven Crawford                                       |
|       | Recognition of Retiring Trustees        |   |
| XI.   | Adjourn                                 |   |

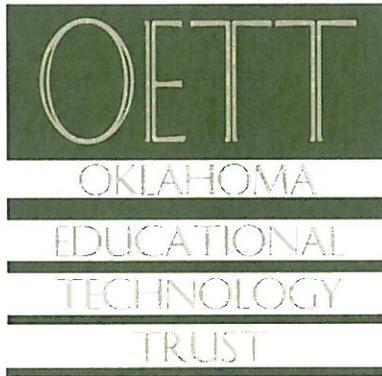
2012-2013 Meeting Dates: Finance/Investment at 11:30 a.m. – Trust at 1 p.m.

November 8, 2012

February 14, 2013

May 2, 2013  
July 25, 2013

**\*Requires Trustee Action**



## OKLAHOMA EDUCATIONAL TECHNOLOGY TRUST

### Board of Trustees Meeting Minutes July 26, 2012

The Board of Trustees of the Oklahoma Educational Technology Trust met on July 26, 2012 in the conference room of the Cooperative Council for Oklahoma School Administration in Oklahoma City.

Members present: Steven Crawford, Phil Berkenbile, Jeff Mills, Lela Odom, Lloyd Snow, Bob Stafford, John Wright

Members absent: Dan Hattaway, Clark Jolley

Management team present: Frank Merrick, Susie Graves, Sherrie Schroeder, Amy Klinge Bowman, and Gloria Hamlin.

Others present: Linda Atkinson, Jean Cate, Leslie Williams, Scott Charlson, Nicki Watkins, Sharon Wilbur, Sara Snodgrass, Kelli Rogers (K20 Center/OK-ACTS); Lynn Rogers (legal counsel); David Brady (CPA).

**Call to Order** – Chair Steven Crawford called the meeting to order at 1 p.m. and declared a quorum present. Introduced was Kelli Rogers, new K20 staff member; Amy Bowman's resignation was announced and she was thanked for her service.

**Approval of Minutes** – A motion was made by Lela Odom, seconded by Phil Berkenbile, and adopted by unanimous vote to approve the minutes of the May 3, 2012 OETT Trustee Meeting.

**Finance/Investment Committee:** Jeff Mills reported that the Finance/Investment Committee met just prior to the trustee meeting with Mike Dickinson and Brad Zerger from BancFirst Trust and stated that OETT allocations are in compliance with investment policies. Mills reported that investments are slightly behind benchmarks, but year to date report indicates investment gains. Trustees discussed the spending adjustments made in prior years to protect trust assets and are pleased with the results. 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 6/30/12 of \$30,559,978. She reported that all 2012 school grants had been paid bringing the total of grants since inception to \$14,151,980. Since the spending policy no longer includes multi-year grantmaking, there will no longer be a need for the Projected Granting Cycle spreadsheet in the future. **A motion was made by Jeff Mills, seconded by Phil Berkenbile, and adopted by unanimous vote to approve the investment committee and financial reports.**

**Grants Committee --** Phil Berkenbile, Grants Committee Chair, reported that, due to administrative changes in one of the 2012 awarded schools, he as Grants Chair and OETT Chair Steven Crawford notified the trustees via email that Hardesty would not receive 2012 funding and the first alternate, Mustang Creek Elementary, would receive a 2012 Phase II Grant. Berkenbile stated that the new leadership at Hardesty would be encouraged to participate in Phase I in order to create a new learning team and reapply in 2013. Susie Graves circulated a book created by Spring Creek Elementary in Broken Arrow and given to OETT during the January site visit. Trustees then viewed two end of year videos created by Mustang Elementary School and Haskell Middle School in Broken Arrow. Members of the K20 Center professional development team reported briefly about Phase I and Phase II efforts and distributed Save the Date informational card inviting trustees to the K20 Center Innovative Learning Institute on November 6, 2012. Sharon Wilbur reported that all Phase I participants are now receiving Ipads; Nicki Watkins stated that post grant meetings were held with all Phase II award school teams and that professional development began in three of the schools during May. Scott Charlson stated that 15 of the 17 schools are purchasing Ipads and reported on a recent session provided by Apple at the K20 Center.

**Audit Committee:** Lela Odom, Audit Committee Chair stated that the Audit Committee met with David Brady of Luton & Company on July 16<sup>th</sup>. She introduced him to trustees to present the 2011 audit report. Brady stated that the audit had an unqualified opinion reporting net unrestricted assets at 12/31/11 of \$28,286,075 which reflected a decrease of \$445,539. He reviewed the audit notes (pages 5-11) stating that they were consistent with those in prior years and reported grants payable of \$1,225,000 at calendar year end. Following discussion, **a motion was made by Lloyd Snow, seconded by Lela Odom, and adopted by unanimous vote to accept the audit report.** Schroeder reported that the IRS 990 had been circulated electronically for review and comment from the trustees and asked if there were any additional questions prior its submission; since there were none, she obtained the chair's signature and will move forward with submitting.

**Nominating Committee –** Lloyd Snow, representing the Nominating Committee, **moved approval of the following officers for 2012-2014: Jeff Mills, Chair; Phil Berkenbile, Vice-Chair; and Lela Odom, Secretary.** The motion was seconded by Bob Stafford and adopted by unanimous vote of the board.

**Trustee Appointments –** Steven Crawford called the trustees attention to page 8 in the meeting materials and stated that all appointments have been made with the exception of the one from the Attorney General's office. **A motion was made by Lela Odom, seconded by Phil Berkenbile, and adopted by unanimous vote to accept the OETT trustee appointments for terms beginning August 1, 2012 and expiring July 31, 2014.** Susie Graves stated that the management teams will provide trustee orientation before the trustee meeting.

**Legal Retainer** -- Crawford reported that Lynn Rogers has completed the first year on contract with OETT to provide legal services and that Lynn is agreeable to continuing another year under the same provisions. **A motion was made by Phil Berkenbile, seconded by Jeff Mills, and adopted by unanimous vote to continue the legal retainer with Lynn Rogers under the same parameters as defined in the 2011 agreement.** Crawford requested a new agreement letter be drafted.

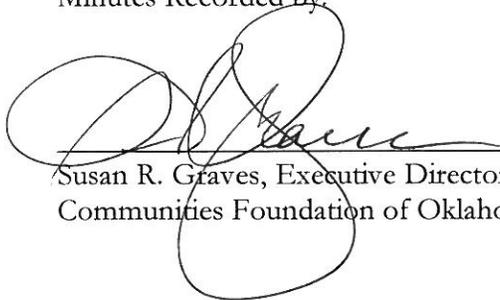
**New Business** – Susie Graves distributed conflict of interest and board member profile forms. She explained that all trustees and staff are asked to disclose potential conflicts of interest annually and stated that the demographics are being collected as Communities Foundation of Oklahoma begins its National Standards recertification this fiscal year.

**Chairman’s Report** – Crawford thanked Lloyd Snow for his service to OETT as trustee for the past two years and presented him with a token of appreciation from the board. He stated that the management team will deliver a like gift to Dan Hattaway who was unable to attend today’s meeting. Crawford called the trustees’ attention to the meeting schedule printed on the agenda and on the creative book marks provided to each person in attendance. Incoming Chair Jeff Mills stated the following committee chair appointments:

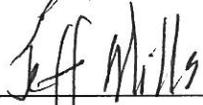
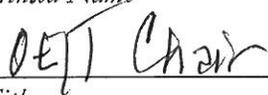
- Finance/Investment Committee – Phil Berkenbile
- Audit Committee – John Wright
- Grants Committee – Bob Stafford

There being no further business, the meeting was adjourned 1:47 p.m.

Minutes Recorded by:

  
\_\_\_\_\_  
Susan R. Graves, Executive Director  
Communities Foundation of Oklahoma

Approval of Minutes:

 02/14/13  
\_\_\_\_\_  
*Signature* *Date*  
  
\_\_\_\_\_  
*Printed Name*  
  
\_\_\_\_\_  
*Title*