



# OHVA Board of Trustees Annual Meeting Minutes

August 9, 2016

**Our Approach:** Student-centric. Innovative.

**Our People:** Passionate. Engaged.

**Our Students:** Inspired. Empowered. Educated.

1. **President Matt Norton called the meeting to order at 2:05 PM.**

2. **Roll Call/Guests:**

	<b>Board Members</b>	<b>Present</b>	<b>Absent</b>	<b>Participating by Phone</b>	<b>Time of Arrival After Call to Order</b>
1	Kelly Arndt – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Adam Davenport – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Tim Dirrim – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	David Kalman – Board Vice President	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Gina Lopez – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Jacob Moeller – Board Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Matt Norton – Board President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Ron Simon – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Stephen Vasquez – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Sarah Zimmerman – Board Secretary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>2:16 p.m.</b>
11	OCCS Ex-Officio Representative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Also in attendance were:** Senior Head of School Dr. Kristin Stewart; Operations Manager Dan Zawisza; School Finance Manager Regina Krotzer; HR Business Partner Jaimie Thor; Legal Counsel Renisa Dorner; SVP Northern Region K12, Inc. Jennifer Sims; School Data and Accountability Manager Courtney Rahe and members of the K12 administrative team.

3. **Public Participation on Agenda Items:** None.

4. **Public Participation on Non-Agenda Items:** None.

5. **Minutes of the Regular Meeting of June 21, 2016** were approved as written, following a motion by Mr. Davenport; seconded by Mr. Vasquez and unanimously affirmed by those present.

6. **Personnel / Staff Development**

a. **Staff Agreements**

**Motion I: Resolution regarding Employment Agreements**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the following OHVA Employment Agreements for the 2016-2017 School Year as presented by the Head of School and the HR Committee.

<b>Name</b>	<b>Org. Hire Date</b>	<b>Position</b>
Nancy Adams	07/20/2015	Family Success Liaison



Amanda Alspach	01/19/2016	Related Svcs Coordinator
Cassandra Boron	09/16/2013	Lead Teacher
Allyson Brennan	08/03/2015	Family Success Liaison
Caitlyn Butterfield	01/19/2016	Intervention Specialist
Gale Carner	11/20/2006	Family Success Liaison
Chelsey Christman	01/19/2016	Teacher Middle School
Miriam Conner	09/14/2015	Teacher HS
Tiffany Doman	11/08/2012	Family Success Liaison
Amy Duncan-Cook	01/19/2016	Teacher Elementary School
Jessica Dunewood	12/07/2015	Intervention Specialist
Michelle Edgar	08/09/2012	Teacher Middle School
Julie Erford	04/04/2016	Intervention Specialist
Lonnie Fain	09/21/2010	Family Success Liaison
Heather Fenberg	03/12/2013	Family Success Liaison
Amy Frantz	09/21/2015	Teacher Middle School
Holly Gradishar	08/11/2011	Family Success Liaison
Melissa Hamm	01/04/2016	Intervention Specialist
Louisa Hemmelgarn	09/21/2015	Teacher Elementary School
Lisa Jordan	01/04/2011	Lead Fam Success Liaison
Myra Keller	11/30/2015	Intervention Specialist
Julene Knudson	07/20/2015	Family Success Liaison
Deanna Kohlhofer	10/26/2009	Lead Fam Success Liaison
Ann Kozak	10/06/2010	Family Success Liaison
Sara Krick	09/21/2015	Intervention Specialist
Brooke Lewis	03/07/2016	Teacher Middle School
Jennifer Maianu	09/16/2013	Family Success Liaison
Sherry McNabb	02/01/2016	Intervention Specialist
Ginger Montgomery	07/27/2015	Family Success Liaison
Brittany Morgan	01/19/2016	Intervention Specialist
Jerry Murphy	11/30/2015	Intervention Specialist
Erin Oravec	09/21/2015	Teacher Middle School
Anne Palmer	08/15/2011	Teacher HS
Selene Pathroff	02/18/2016	Intervention Specialist
Amy Pennington	03/21/2011	Family Success Liaison
Stacey Quinn	09/28/2009	Family Success Liaison
Vincent Rackovan	09/28/2015	Teacher HS
Maureen Riley	09/21/2015	Teacher HS
Sandra Rounds	11/02/2015	Intervention Specialist
Phyllis Ryser	08/31/2009	Family Success Liaison
Brian Sherman	12/14/2015	Teacher HS
Kristin Spinetti	07/20/2015	Family Success Liaison



TeriLynn Stackhouse	07/20/2015	Family Success Liaison
Elizabeth Starr	09/14/2009	Family Success Liaison
Dana Titus	02/22/2016	School Psychologist
Serenity Warkentine	09/14/2010	Family Success Liaison
Holly Wiedemer	03/07/2016	Teacher Middle School
Logan Willis	11/30/2015	Teacher Middle School
Sharon Zakrzewski	09/07/2010	Family Success Liaison
Stephanie Zipf	07/20/2015	Family Success Liaison

**Discussion:** Dr. Stewart reported the list contains staff members whose prior contracts had expired as of July 31, 2016 and were being offered a new contract for the 2016-2017 school year. All of the remaining staff had existing contracts that do not expire until July 31, 2017. Mr. Norton asked if staff were provided the increase in raises as discussed previously. Dr. Stewart indicated raises were provided between 1% and 3% depending on performance. Mr. Norton requested a breakdown of raises be provided to the HR Committee.

**Moved:** Davenport                      **Seconded:** Simon                      **Vote:**

Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Simon	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

**7. Resignations / Hires**

**Motion II: Resolution regarding employee resignations**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the resignations of Lauren Scott and Julene Knudson, effective August 10, 2016, in order to accept a job offer from K12, Inc. as the OHVA Federal Grants and Professional Development Coordinator and the OHVA Family Engagement Coordinator, respectively, as presented and recommended by the Head of School.

**Discussion:** Dr. Stewart reported that only six percent of last year’s staff resigned or decided not to come back to OHVA this school year. Two OHVA employees have applied for a job with K12 and been selected to take on a new role for the school. Because they are currently under a contract with OHVA, they first need to have the Board accept their resignation and then allow them to be hired by K12.

**Moved:** Vasquez                      **Seconded:** Lopez                      **Vote:**

Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Simon	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>



**Motion III: Resolution regarding Waiver of Paragraph 7.04**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves a waiver of the application of Paragraph 7.04 entitled Non-Solicitation of the Second Amended and Restated Educational Products and Administrative & Technology Services Agreement between OHVA and K12 Ohio L.L.C., assigned to K12 Virtual Schools LLC and allows Lauren Scott and Julene Knudson to be employed by K12, Inc. as the OHVA Federal Grants and Professional Development Coordinator and the OHVA Family Engagement Coordinator, respectively. This waiver is revoked if K12 employs these individuals in a position other than the one specifically listed. As permitted by Board resolution dated June 21, 2016, Maureen Mueller has accepted the position of OHVA High School Principal.

**Discussion:** Dr. Stewart indicated that a waiver was necessary for K12 to be able to hire Ms. Scott and Ms. Knudson for the K12 positions.

**Moved:** Davenport

**Seconded:** Norton

<b>Vote:</b> Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Simon	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

[At 2:16 p.m. Sarah Zimmerman joined meeting. ]

**8. K12 National Clubs**

Mr. Norton requested a discussion regarding K12 National Clubs occur at this point in the meeting.

**Motion X: Resolution regarding K12 National Clubs and Waiver of Paragraph 7.04**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves a waiver of the application of Paragraph 7.04 entitled Non-Solicitation of the Second Amended and Restated Educational Products and Administrative & Technology Services Agreement between OHVA and K12 Ohio L.L.C., assigned to K12 Virtual Schools LLC with respect to the employment of OHVA employees through independent contractor agreements or otherwise by K12 Inc. or its affiliates in positions as leaders for national clubs offered by K12 National Family and Student Programming. Because OHVA has no involvement in selecting or responsibility for overseeing OHVA employees who are hired as K12 National Club leaders, OHVA will not consider such position when making OHVA employment decisions. All OHVA employees who accept a position as a leader of a K12 National Club must understand their primary responsibility is to OHVA and the K12 National Club position must not interfere with their employment obligations to OHVA. No portion of an OHVA employee’s compensation received from OHVA shall be considered as compensation for the position of K12 National Club leader.

**Discussion:** Dr. Stewart explained K12 offers a variety of club for all students enrolled in schools using the K12 curriculum. These clubs are extracurricular and teachers typically apply to lead the clubs. Currently, there are approximately seven OHVA teachers who have applied to lead various K12 clubs. Ms. Lopez asked if the OHVA teachers who lead the OHVA clubs are compensated. Dr. Stewart responded 10% of the bonus pool is used to provide compensation for those teachers who go above and beyond what is expected. So these teachers are rewarded for their OHVA club involvement in this manner. The K12 National Clubs are distinctly different. Dr. Stewart indicated the OHVA teachers who are leading the K12 National Clubs understand their first obligation is to satisfy all responsibilities under their OHVA agreement.



**Moved:** Lopez

**Seconded:** Vasquez

<b>Vote:</b> Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Simon	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Zimmerman	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

## 9. Operations

### a. Employee Handbook

#### **Motion IV: Resolution to Approve Revisions to Employee Handbook**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the following revisions to the Employee Handbook as recommended by the HR Committee as follows:

1. The last sentence in the first paragraph of the **Equal Employment Opportunity Policy** is amended to read as follows: This policy applies to all terms and conditions of employment, including, but not limited to, hiring, pay, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training.
2. The **Workplace Accidents** policy is removed in its entirety and replaced with the following policy:

#### **Workplace Injuries or Illnesses**

OHVA is a state-funded employer through the Ohio Bureau of Workers' Compensation (BWC). The BWC, pursuant to Ohio law, provides certain benefits to employees for work-related injuries sustained in the course of and arising out of employment as well as illnesses contracted in the course of the employment. It also provides benefits to an employee's dependents in those cases of death suffered in the course of employment and arising out of employment. As a result, if any employee sustains a workplace injury or contracts an occupational disease, they may be eligible to receive compensation and benefits under the Workers' Compensation Act.

An employee who sustains a work-related injury must report the injury and its circumstances to their supervisor immediately following the occurrence of the injury. A *First Report of Injury, Occupational Disease or Death* application ("First Report of Injury") must be completed on the day of the injury and an accident investigation will be conducted in a timely manner. The failure of an employee to comply with this requirement may result in disciplinary action. No matter how insignificant an injury may seem at the time of occurrence, you shall notify your supervisor immediately.

3. The **Reporting Fraud** policy is removed in its entirety and replaced with the following policy:

#### **Whistleblower Protection and Reporting Fraud**

The OHVA Board of Trustees expects all OHVA employees as well as administrators to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies, administrative procedures and processes. The Board encourages staff to report possible violations of these Board expectations to their immediate supervisors.



It is the responsibility of an employee who is aware of conduct on the part of any Board member or OHVA employee or administrator that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee may report to the Head of School. If the reported conduct relates to the Head of School or an administrator or the Head of School is not responsive, the report may be filed directly with the Board President.

After such a report is made, the immediate supervisor will ask that employee's report be put in writing. Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported. Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct, but they do not make a report confirmed in writing to their immediate supervisor or consistent with this policy.

In the case of reporting suspected fraud or fraudulent activity, an employee may file a report using the Auditor of State's system for reporting of fraud. This reporting mechanism may be used either in addition to or instead of filing a written report with the employee's supervisor or as otherwise permitted under this policy.

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or through the United States mail.

US MAIL:                    Ohio Auditor of State's Office  
                                  Special Investigations Unit  
                                  88 East Broad Street  
                                  P.O. Box 1140  
                                  Columbus, OH 43215

CALL 1-866-FRAUD OH (1-866-372-8364)

Website: [www.ohioauditor.gov](http://www.ohioauditor.gov)

4. The following summary of **OHVA Benefits** will be added as follows:

#### **OHVA BENEFITS AT A GLANCE**

This summary of benefits shall not constitute a revision or amendment to the provisions found in any employee benefit Plan Document or Summary Plan Description, which are available upon request. Each employee will receive Summary Plan Descriptions outlining the benefits available as well as receive a review of such benefits during on-boarding and/or orientation. The Human Resources Department is also available to respond to employee questions or concerns. The summary below merely provides a brief overview of available benefits, remembering that many benefits will require the employee to pay all or a portion of the cost of such benefits.



If desired, an employee must **enroll in benefits within the first 31 calendar days** of employment. After 31 days of employment, an employee will not be permitted to enroll for benefits until the next open enrollment period which will typically take place in the spring (usually June) of the calendar year.

- All benefits, if enrolled, are effective the first day of employment, there is no waiting or probationary period. However, employees must enroll through Ultipro, the Human Resources Information System (HRIS), within the time frame provided upon hire, as a result of certain life events or during the open enrollment period.
- If you have a life event (qualifying event), examples include marriage, divorce, birth, death, or adoption, spouse loss of coverage, you will have the opportunity to enroll in OHVA benefits and/or add dependents, depending on the circumstances. You must **enroll in benefits within 31 days from the date of the qualifying event**. After the 31 days, you must also wait until the next open enrollment period.
- OHVA provides benefits coverage to Domestic Partners and their dependent children.
- Medical insurance – Coverage is available for qualified children until calendar year in which they reach the age of 28.
- Dental insurance – Coverage is available for qualified children until calendar year in which they reach the age of 26.
- Vision insurance – Coverage is available for qualified children until calendar year in which they reach the age of 26.
- Employees are eligible to enroll in the Plan if you are a regular full-time employee scheduled to work at least 30 hours per week.
- Social Security information will be needed and varies based on the benefits elected.

List of Providers

- United Health Care (UHC) – Medical & Prescription, Dental, Vision, Flex Spending, Life, Disability, and AD&D Insurance
- State of Ohio – SERS/STRS
- Voya – 457 plan
- UHC COBRA – Upon hire you will be notified by the plan administrator, UHC, of your COBRA rights and UHC will provide additional information regarding the continued coverage option upon separation from OHVA or other qualifying event. Should you elect to continue coverage, you will need to complete the election forms provided to you by the plan administrator and make arrangements for the payment of benefits elected.

**DOMESTIC PARTNER POLICY FOR BENEFITS**

The availability of benefits coverage for domestic partners and their dependent children is an extension of OHVA’s efforts to maximize the effectiveness and value of the benefits program. Definitions of all terms can be found in the applicable Summary Plan Descriptions.

**Discussion:** Dr. Stewart described an internal audit recently performed by K12. As a result of that internal audit, various policies were suggested and recommended. Ms. Dorner further explained that she has reviewed the policies being presented and revised them where necessary.

**Moved:** Simon

**Seconded:** Vasquez

**Vote:** Arndt Y  N   
 Davenport Y  N   
 Lopez Y  N   
 Moeller Y  N



Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Simon	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Zimmerman	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

**b. Head of School Report**

Dr. Stewart presented a five-page report showing enrollment at approximately 8,000 including 84% from returning families. Also, special education is at 15% whereas free and reduced lunch is 47%. Due to the reduction of free and reduced lunch qualifying students, this will have an effect on the 2016-2017 budget. Currently, the budget is based on 9,000 students which is the expectation for October 1, 2016. Dr. Stewart also reported the success of a school trip to Costa Rica in which ten students participated. Currently, there are 17 students intended to participate in the European trip. Mr. Norton asked how expensive are these trips. Dr. Stewart responded the Costa Rica trip was \$1,600 and the European trip is \$2,800. Ms. Zimmerman asked if the information regarding the school trips will be available on the website. Dr. Stewart confirmed the information will be on the school’s website. With the reduced enrollment, OHVA is currently overstaffed but it is expected to level out through the next six weeks. Mr. Davenport asked if there were certain marketing changes being made in order to attract more students to OHVA. Dr. Stewart reported the K12 marketing team is constantly evaluating marketing strategies regarding increasing student enrollment. Dr. Stewart also conveyed a very successful professional development session at Kalahari the first week of August. The teachers are now expected to provide 15 hours of instruction each week. The ODE has delayed the release of test scores and the grade cards are not expected until mid- to late-September. Dr. Stewart explained another large e-school has filed a lawsuit against the Ohio Department of Education regarding the new FTE manual and the method of funding for online schools. While the administration does not agree with the FTE manual, OHVA is making all efforts to comply with it.

**c. Parent/Student Handbook**

**Motion V: Resolution regarding Modification to Parent/Student Handbook**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the revised 2016-2017 Parent Student Handbook, a copy attached hereto. The OHVA administration shall take all efforts necessary to appropriately and adequately inform all students and parents of the revised Handbook.

**Discussion:** Due to the increased requirements with respect to attendance under the FTE manual, various provisions of the student and parent handbook needed to be revised to reflect the increased responsibilities of the students and parents to not only report online activity but offline activity as well. The changes made were specifically reviewed and recommended by the administrative team. Ms. Zimmerman asked when ODE would be doing an attendance audit on OHVA. Dr. Stewart responded it will likely be in the Spring of 2017 and with usually 48-72 hours notice. Dr. Stewart indicated that OHVA has never had a problem with any of the audits previously conducted. Mr. Norton explained that he has written a letter to the Ohio Auditor because OHVA has paid the bill for the audit conducted last spring but no results have been forthcoming.

**Moved:** Vasquez

**Seconded:** Zimmerman

**Vote:**

Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Dirrim	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Kalman	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>



Simon	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Zimmerman	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

**d. Counselor Evaluation**

**Motion VI: Resolution regarding the School Counselor Evaluation Policy**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the following School Counselor Evaluation Policy:

Ohio Virtual Academy administrators will evaluate school counselors in accordance with the Ohio Revised Code and the Evaluation Framework which is aligned to the Ohio Standards for School Counselors. The Ohio School Counselor Evaluation System (OSCES) was designed to be transparent, fair and adaptable to the specific contexts of Ohio’s schools. OSCES is a standards-based integrated model that is designed to foster the professional growth of school counselors in knowledge, skills and practice. In OSCES, each school counselor is evaluated based upon multiple factors including performance in all areas identified by the standards and the ability to produce positive student outcomes using metrics in order to determine the holistic final summative rating of effectiveness according to ODE requirements.

Prior to the start of each school year, the Head of School shall develop the metrics chosen for student outcomes and will disseminate these metrics to all school counselors. Based on the metrics chosen, school counselors will be evaluated and receive a Summative Evaluation Rating each year in accordance with the state guidelines of Ineffective, Developing, Skilled or Accomplished.

The Head of School shall also develop and implement procedures for using the evaluation results for retention and promotion decisions and for removal of poorly performing school counselors beginning with the 2017-2018 school year. Professional development will be provided during the school year to accelerate and continue school counselor growth and provide support to poorly performing school counselors. Professional development opportunities will include in-house professional development as well as the ability to seek outside sources for professional development through the use of continuing education funds allotted to OHVA employees.

School counselor evaluations shall occur annually except as otherwise appropriate for high performing school counselors. The annual evaluation process will consist of two formal observations of thirty minutes each and informal observations. During the years in which high-performing school counselors are not fully evaluated, OHVA administration shall conduct at least one observation and one conference.

A school counselor who received a final summative rating of skilled or accomplished on the most recent evaluation shall be evaluated once every two school years so long as the metric of student outcomes, for the most recent school year for which data is available, is skilled or higher on the evaluation rubric.

School counselors with a final summative rating of accomplished will develop a professional growth plan. School counselors with a final summative rating of skilled will develop a professional growth plan collaboratively with their evaluator. School counselors with a final summative rating of developing will develop a professional growth plan with their evaluator. The professional growth plan must then be submitted for approval by the administration. School counselors with a final



summative rating of ineffective will develop an improvement plan with their evaluator. The improvement plan must then be submitted for approval by the administration.

OHVA administration has the discretion to place a school counselor on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.

The Head of School shall annually submit a report to the Ohio Department of Education regarding the implementation of this policy consistent with Ohio law.

**Discussion:** Dr. Stewart explained state law now requires specified evaluations for school counselors. This is very similar in approach as the previously approved evaluation system for teachers.

**Moved:** Davenport

**Seconded:** Norton

<b>Vote:</b> Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Simon	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Zimmerman	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

## 10. Compliance

### a. OCCS Report

Due to no representative of OCCS in attendance, there was no OCCS report provided.

### b. Public Affair Update

Steven Nielson of Byers, Mitten & Associates LLC (the lobbyist for K12, Inc.) as well as Mary Gifford from K12, Inc. joined the meeting through a conference call. Mr. Nielson reported very few education bills are currently pending. The General Assembly is currently on summer recess. Senate Bill 3 which is deemed the education deregulation bill has been presented; however, ODE wants to add some wholesale changes to that legislation. The study released by Fordham used very old data to reach its conclusion that online students are learning less than traditional school students. Despite the study being released, there has been little reaction to the study principally because of the reliance on old data. Mr. Nielson briefly reviewed the lawsuit filed by Electronic Classroom of Tomorrow regarding the FTE manual issue. The final determination of this lawsuit may have precedential value but is being evaluated and watched at this time. Mary Gifford of K12 reported the Fordham study did not include the various stakeholders and lacked any of the most recent data. Further, the Fordham study does not appear to be getting much attention by the legislature. The Walton Family Foundation funded the research performed by Fordham and currently, K12 executives are seeking a meeting with the new executive director of the Walton Family Foundation. Mr. Norton asked if there was any data available to show how far behind many children are when they actually enter OHVA. Ms. Gifford responded that it is very difficult to track as it is often difficult to get prior state test scores. Ms. Gifford explained that there is data showing the first of the year assessments as well as how many high school students are under-credited when they enter OHVA. Dr. Stewart indicated Ms. Rahe will provide the data available regarding this issue. Ms. Zimmerman asked whether OHVA should be setting the qualitative standards. Dr. Stewart responded that K12 is working on the issue but also keeping in mind of not wanting to take away freedoms provided in the curriculum. Dr. Stewart also explained that the No Child Left Behind Law has now been replaced with the Every Student Succeeds Act ("ESSA"). Ms. Zimmerman expressed frustration about the lack



of communication or proactivity regarding the positive results and outcomes attributed to an education received from OHVA. Mr. Norton indicated that OCCS has recently engaged a marketing firm known as Communica as well as a new assistant with a communications background. There is also a new executive director for OAPCS that will hopefully increase the advocacy for online schools at the state level.

**c. Board Officers**

**Motion VII: Resolution Regarding Board Officers for the 2016-2017 School Year**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby elects the following Board Officers for the 2016-2017 School Year:

- President – Matt Norton
- Vice President – David Kalman
- Secretary – Sarah Zimmerman
- Treasurer – Jacob Moeller

**Discussion:** Mr. Norton indicated that based upon the information received by the Secretary of the Board, these officers are being recommended and being presented by the Governance Committee.

<b>Moved:</b> Arndt	<b>Seconded:</b> Simon	<b>Vote:</b>	Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Simon	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Zimmerman	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

**d. 2016-2017 Board Schedule**

**Motion VIII: Resolution Regarding Regular Meeting Dates**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby sets the following dates for its regular meetings for the remainder of the 2016-2017 school year:

- October 18, 2016
- December 13, 2016
- February 21, 2017
- April 18, 2017
- May 16, 2017
- June 20, 2017

All meetings shall be held at the OHVA offices located at 1690 Woodlands, Second Floor, Maumee, OH 43537 beginning at 2 p.m. The public is invited and encouraged to attend.

**Discussion:** Dr. Stewart indicated that these meeting dates have been sent out and there appear to be no major conflicts for these dates moving forward.

<b>Moved:</b> Davenport	<b>Seconded:</b> Vasquez	<b>Vote:</b>	Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>



Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Simon	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Zimmerman	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

## 11. Finance

### a. Bank Reconciliation

#### **Motion IX: Resolution regarding filing of the Bank Reconciliations**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the filing of the bank reconciliations for the months of June 2016 and July 2016 as presented by the School Treasurer and reviewed by the Audit and Financial Oversight Committee.

**Discussion:** Mr. Moeller confirmed he had an opportunity to review the bank reconciliation for June and July 2016 and they appeared appropriate.

**Moved:** Moeller

**Seconded:** Vasquez

**Vote:**

Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Simon	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Zimmerman	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

### b. Budget Review

Ms. Krotzer reported the budget was showing some reductions due to a reduction in K12 charges based on the final fiscal year 2016 K12 invoices being lower than expected as well as reduced reclamation fees because of increased retention. All ninth and tenth grade students now have laptops as well as all new students. Ms. Krotzer explained efforts are being made to bring in-house certain special education services which will likely result in a savings of \$400,000. Ms. Lopez asked if the phone issues have been resolved. Mr. Zawisza indicated he is involved in analyzing all of the line items and charges regarding the phone system. The administration is looking to hire five speech language pathologists in order to provide virtual speech therapy and bring down the nearly \$1.4 million being spent on these services to third-party providers. Further evaluation is being made as to the potential liability related to in-house speech language pathologists. Ms. Zimmerman asked if OHVA remains overstaffed, what efforts are going to take place to level the staffing. Dr. Stewart is holding off on making a decision until September or October. However, it is her desire that if a reduction in force is to occur, such will be based upon performance as reflected in last year's evaluations versus seniority. Mr. Norton asked when the vocational application process will be occurring. Dr. Stewart responded that this process will start in November and December, with final application due early 2017. Ohio law requires all juniors to take the SAT/ACT and the state will pay for the taking of the test; however, the school must administer the test. The cost of state testing was then discussed. OHVA utilizes 34 different sites in the fall and 55 sites in the spring. The administration has sent out an RFP for testing services. Last year, OHVA did not experience any issues with setup or logistics. Mr. Norton indicated that another online school has expressed a willingness to share services and expenses related to state testing. Dr. Stewart will evaluate the potential for these decreased costs and sharing of services.

Mr. Norton requested a better explanation on each line item as to what is included on each line item on the budget. His concern is that the sample contract produced by K12 does not contain percentages but rather per person calculation. Ms. Dorner asked which specific line items are attributable to the 12% management administrative services portion of the K12 contract and what



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line item is attributable to the 7% technology services. Ms. Krotzer identified the line item entitled “educational services” is the 12% management administrative services and line item entitled “technology services” is the 7% technology fee.

Ms. Krotzer explained for fiscal year 2016 rather than ending with a \$600,000 surplus, the school will actually end with a break-even result. This is directly attributable to the July salary accruals not occurring during the course of the year. Ms. Krotzer also indicated additional adjustments have been made causing an additional \$100,000 increase to the surplus and also a Title II appeal may result in an additional \$300,000 positive adjustment. The audit deadline has been moved from December 31, 2016 to Thanksgiving. The only difficulties perceived at this point to meeting this deadline is that K12 must provide line item amounts for the 12% and the 7% as part of the audit.

## **12. Other Updates**

Mr. Norton indicated that Mr. Dirrim has expressed a desire to resign from the OHVA Board because of his increased work demands. As a result, Mr. Norton suggested greater efforts be made to identify potential Board members, especially a parent as well as someone with a financial background.

Mr. Norton reminded all in attendance that the next Board meeting is October 18, 2016.

The meeting was adjourned at 4:33 p.m. by President Norton.