



Board of Trustees

Minutes of Regular Board Meeting

October 10, 2017

Our Approach: Student-centric. Innovative.

Our People: Passionate. Engaged.

Our Students: Inspired. Empowered. Educated.

1. **Matt Norton called the meeting to order at 2:03 p.m.**

2. **Roll Call/Guests:**

Board Members	Present	Absent	Arrival After Roll Call
1 Kelly Arndt – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Adam Davenport – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 David Kalman – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 Jason Levine – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Susan Lippens – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6 Gina Lopez – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Jacob Moeller – Board Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Matt Norton – Board President	<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 Jennifer Wise – Board Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Sarah Zimmerman – Board Vice President	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12 OCCS Ex Officio Representative – Lisa Burke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Also in attendance were: Senior Head of School Dr. Kristin Stewart; Operations Manager Dan Zawisza; School Treasurer Kate Diu; School Finance Manager Regina Krotzer; School Data and Accountability Manager Courtney Rahe; HR Manager, Lori Medeiros; Northern Region HR Manager Christina Moore; Legal Counsel Renisa Dorner as well as various members of the K12 administrative team. Board Vice President Sarah Zimmerman attended the meeting by phone but did not participate in deliberations or voting.

Mr. Norton recognized Head of School Kris Stewart for a recent promotion to Vice President for K12, Inc. It was also announced Operations Manager Dan Zawisza was attending his final Board meeting as he was leaving K12 for a new position with St. Francis.

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

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

5. **Minutes of the Annual Meeting of August 15, 2017 were approved as written upon motion by Mr. Vasquez and seconded by Ms. Wise, and approved by all in attendance.**

6. **Personnel / Staff Development**



a. HR Committee Report

Mr. Davenport deferred to Ms. Medeiros. Ms. Medeiros explained the HR Committee reviewed the new hires and the resignations, as well as changes to the employee handbook and the timeline for sending out requests for proposals to various health insurance brokers.

b. New Hires / Resignations

[Susan Lippens enters meeting at 2:08 p.m.]

Motion I: Resolution regarding employee hiring

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the hiring of the following individuals as recommended by the Head of School and the HR Committee.

STAFF MEMBER	HIRE DATE	TITLE
Katherine Wurm	8/23/2017	MS Intervention Specialist
Brandy (Taryn) Davis	8/30/2017	MS Intervention Specialist
Mindy Wymer	9/20/2017	HS Intervention Specialist
Andrea Miller	9/20/2017	Elementary Teacher Grades 3-5
Kimberly Polocsay	9/25/2017	Middle School Teacher
Angela Morris	9/25/2017	Middle School Teacher
Jonathan Hakes	9/25/2017	Middle School Teacher
Caitlyn Prochnow	9/25/2017	ES Intervention Specialist
Sarah Corsaro	9/25/2017	Middle School Teacher
Stacey Heath	9/25/2017	Grades 3-5
Rebecca Huffstutler	10/2/2017	Grades 3-5

Discussion: Dr. Stewart explained the school has grown by approximately 2,000 students in the last eight weeks, triggering a need to hire additional personnel. All of the resumes for the new hires were posted for review prior to the meeting.

Moved: Davenport	Seconded: Vasquez	Vote: Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Levine	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lippens	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"/>
		Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

Motion II: Resolution regarding employee resignations

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby accepts the resignations of the following individuals as recommended by the Head of School and the HR Committee. The Board rejects the resignation of Marta Evans (who has abandoned her position at OHVA as of August 22, 2017).

STAFF MEMBER	TITLE	RESIGNATION DATE
Thomas, Megan M.	Intervention Specialist	8/9/2017
Bolone, Lori G.	Teacher HS	8/10/2017



Tabler, Rochelle D.	Intervention Specialist	8/11/2017
Cartwright, Alice	Teacher Instruct Support	8/11/2017
Szmaj, DeeAnna	Teacher Middle School	8/14/2017
Morgan, Brittany L.	Intervention Specialist	9/19/2017

Discussion: Dr. Stewart indicated she was recommending the approval of resignations for those individuals who resigned prior to the start of the school year or who have provided a legitimate basis for their need to resign. Dr. Stewart was not recommending Ms. Evans' resignation as it occurred after the start of the school year.

Moved: Wise **Seconded:** Lopez **Vote:**

Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Levine	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lippens	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"/>
Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

c. Employee Handbook

Motion III: Resolution regarding Revisions to Employee Handbook

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the Revisions to the Employee Handbook (a copy is attached hereto) as recommended by the Head of School. Employees will be properly notified of the changes in the Employee Handbook.

Discussion: Ms. Medeiros explained an issue with an employee earlier in the school year prompted the need to review and revise the use of technology such as social media. In addition, the practice of requiring attendance at critical events was placed in writing as part of the employee handbook.

Moved: Lippens **Seconded:** Levine **Vote:**

Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Levine	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lippens	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"/>
Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

7. Compliance

a. OCCS Update

Ms. Burke presented an update with respect to OCCS becoming a stand-alone sponsor. She also presented a three-page Board brief reviewing various updates and happenings. She also explained there were two complaints lodged with OCCS. She appreciated the cooperation of OHVA despite the rude and belligerent manner in which these complaints were made to both OCCS and OHVA.

b. Career Advising Policy



Motion IV: Resolution regarding the Career Advising Policy

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the Career Advising Policy (a copy is attached hereto) as recommended by the Head of School.

Discussion: Kyle Wilkinson explained the Career Advising Policy was a state-required policy which is a comprehensive plan regarding the manner in which the school advises students with respect to future careers, college, scholarships, or other options available.

Moved: Lopez	Seconded: Wise	Vote: Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Levine	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lippens	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"/>
		Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

c. Annual Report

Motion V: Regarding Annual Report

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the 2017-2018 Annual Report (a copy is attached hereto) as recommended by the Head of School.

Discussion: Dr. Stewart explained there are certain requirements with respect to information contained in the Annual Report. It is also an opportunity for OHVA to further explain the many attributes of the school. A link to the Annual Report is something now available when you go onto the ODE website and look at the report card. Over half of OHVA teachers have Masters' degrees.

Moved: Davenport	Seconded: Lippens	Vote: Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Levine	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lippens	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"/>
		Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

8. Operations

a. Head of School Report

Dr. Stewart presented a six-page report. Ninety percent of the staff are returning staff including a large number of teachers with a legacy in the school. Current enrollment is 9,661. Dr. Stewart explained there are new cohorts starting every Monday. Forty percent of the students are new students to the school. Dr. Stewart proudly reported her receipt of the letter dated August 25, 2017 from the Ohio Department of Education indicating there were no issues or corrective actions necessary with respect to the FTE audit conducted for the 2016-2017 school year.

b. Legislative Update



Steven Nelson, K12 lobbyist, explained a recent filing by ECOT indicates it may be closing as of January. There has been some conversation about lifting the cap currently applying to e-schools. Dr. Stewart indicated the cap for Ohio Virtual Academy is over 20,000, so lifting the cap is probably not that important to OHVA. Dr. Stewart reported OHVA has a policy of not enrolling students after January 31. Mr. Nelson explained that the report card is receiving a huge backlash because many traditional brick and mortar public schools fell considerably. Mr. Nelson was not very optimistic any of the requested changes would occur with only 10 legislative session days remaining. Mr. Vasquez expressed his concern about reducing students to a number. If indeed ECOT closes, as threatened, those students will need a place to land and OHVA is obviously a viable alternative. Dr. Stewart indicated there were numerous moving pieces with respect to when and if ECOT closes and how best to address the issue.

c. Academic Report

Dr. Stewart presented a PowerPoint concerning the recent report card of OHVA. While the state did not provide an overall grade this year, based upon her calculations and confirmed by OCCS's calculations, OHVA would have received an overall grade of D. Ohio has raised the bar but clearly many students, and not just online students, are falling below the bar. Mr. Norton complimented the K-3 administrative team for their grade with respect to K-3 literacy. Dr. Stewart presented additional information regarding how the numbers improve the longer students remain at OHVA. The strategies being reviewed include understanding not all F's are created equal, there are different components being considered and understanding the layers of demotions and promotions. Additionally, 347 kids were reported when they should not have been which essentially hurt our scores. Further evaluation will be made into teacher training and developing insights regarding the need for training with respect to specified areas. Ms. Lopez asked why eighth graders were not being given a history book and why there was only one teacher teaching so many kids in history. Dr. Stewart responded she was looking into hiring in 8th grade and also, she will look into the issue of the history book no longer being part of the materials. Mr. Norton asked Dr. Stewart to provide an update at the next Board meeting regarding these issues.

9. Finance

a. Bank Reconciliation

Motion VI: 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, July and August 2017 as presented by the School Treasurer and reviewed by the Audit and Financial Oversight Committee.

Moved: Moeller

Seconded: Lopez

Vote:	Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
	Levine	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
	Lippens	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"/>
	Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
	Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

10. Fiscal Year 2018 Final Budget



Motion VII: Resolution regarding Fiscal Year Budget

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the Fiscal Year 2017-2018 budget (copy attached hereto) as presented by the School Treasurer and reviewed by the Audit and Financial Oversight Committee.

Discussion: School Treasurer Kate Diu explained the line items on the budget are now numbered for easier understanding and finding. There is a five percent increase in enrollment which therefore changes the budget throughout. The per pupil funding was also increased to \$6,035. Many expenses were updated based upon the FY 2017 actuals. There was a significant increase in college credit plus expenses relating to students taking college courses. The final budget for Fiscal Year 2018 shows a \$2 million deficit which, per the contract with K12, will be offset by the issuance of service credits.

Moved:	Moeller	Seconded:	Norton	Vote:	Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
					Levine	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
					Lippens	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"/>
					Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
					Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

Motion VIII: Resolution regarding Five Year Forecast

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the Five Year Forecast (copy attached hereto) as presented by the School Treasurer and reviewed by the Audit and Financial Oversight Committee.

Discussion: Ms. Diu explained Ohio requires a new form this year. Portions of the new form are optional this year. There is a training session on the new form on October 11th. Until clarification is provided, the standard information is the only information being submitted this year by OHVA and not any of the optional information.

Moved:	Moeller	Seconded:	Davenport	Vote:	Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
					Levine	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
					Lippens	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"/>
					Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
					Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

11. Upcoming Events

Mr. Norton indicated the next Board meeting will be December 12, 2017 which will include a holiday gathering at the school at the conclusion of the Board meeting. Mr. Norton also suggested that all individuals should confirm the dates for committee meetings as well. With respect to the Board retreat in January, Mr. Norton asked all Board members to check their calendars and respond to him as to available dates. Mr. Norton reminded everyone that the Board should treat it simply an educational retreat and that no deliberations or actions will be taken at the Board retreat.



12. Executive Session

Board President Matt Norton made a motion to go into executive session at 4:20 p.m. to discuss a pending litigation matter. Board Member Levine seconded the motion, and by roll call vote:

Vote:	Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
	Levine	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
	Lippens	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"/>
	Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
	Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

President Matt Norton invited the following individuals into the Executive Session: Legal Counsel Renisa Dorner, Dr. Kris Stewart, Lori Medeiros and Christina Moore.

A motion to come out of executive session and return to regular session was made by Mr. Norton at 4:33 p.m., seconded by Mr. Vasquez, and by roll call vote:

Vote:	Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
	Levine	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
	Lippens	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"/>
	Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
	Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

With no further business needing to be conducted, Mr. Norton adjourned the meeting.