



# Board of Trustees

## Minutes of Regular Board Meeting

April 10, 2018

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

**Our People:** Passionate. Engaged.

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

**1. Board President Matt Norton called the meeting to order at 2:02 p.m.**

**2. Roll Call/Guests:**

	<b>Board Members</b>	<b>Present</b>	<b>Absent</b>	<b>Arrival After Roll Call</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	David Kalman – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Jason Levine – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Susan Lippens – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Gina Lopez – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Jacob Moeller – Board Treasurer	<input type="checkbox"/>	<input checked="" 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: K12 Senior Head of School Dr. Kristin Stewart; K12 Operations Manager Emily Rogers; K12 School Treasurer Kate Diu; K12 School Finance Manager Regina Krotzer; K12 Senior VP, Northern Region Jennifer Sims; K12 Central Region Academic Data Analyst Allison Bentley; K 12 Northern Region HR Contractor Christina Moore; Board Legal Counsel Renisa Dorner as well as various 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 February 20, 2018 were approved as written upon motion by Ms. Lippens and seconded by Ms. Wise, and approved by all in attendance.

Due to Mr. Moeller’s delayed arrival, Mr. Norton announced that the finance portion of the Board meeting will be moved until after the discussion concerning personnel / staff development.

**6. Personnel / Staff Development**

**a. New Hires**



**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 reviewed by the HR Committee.

Ake, Crystal	2/21/2018	Guidance Counselor
Bissell, Melissa	3/19/2018	Transition Services Liaison
Briscoe, Carol	3/19/2018	HS Intervention Specialist
Burns, Marisa	3/19/2018	HS Intervention Specialist
Butler, Abigail	3/19/2018	HS Intervention Specialist
Canfield, Bridget	2/28/2018	HS Intervention Specialist
Cyrus, Lynsey	3/5/2018	MS Intervention Specialist
DeLuca, Renee	3/2/2018	Advisor
Dornon, Lacey	2/15/2018	ES Teacher
Dunlap, Brian	2/21/2018	HS Teacher
Giles, Elliott	2/26/2018	Family Success Liaison
Gregory, Krista	2/26/2018	Family Success Liaison
Jackson, Natalie	2/28/2018	HS Intervention Specialist
Lairson, Clarissa	2/21/2018	HS Teacher
Leon, Carrie	3/2/2018	MS Intervention Specialist
McCoy, Kristen	3/2/2018	Guidance Counselor
Moser, Lea	2/21/2018	ES Teacher
Noble, Richard	3/2/2018	HS Teacher
Novy, Kelly	2/26/2018	HS Intervention Specialist
Phillips, Rachel	3/12/2018	HS Teacher
Reeves, Kaileigh	2/28/2018	HS Intervention Specialist
Reynolds, Jamie	2/26/2018	HS Intervention Specialist
Rice, Dreama	2/26/2018	Advisor
Safriet, Mandy	3/2/2018	HS Teacher
Schultheis, Sunny	3/26/2018	HS Teacher
Schuster-Brokaw, Hallie	3/19/2018	Transition Services Liaison
Scott, Maura	2/15/2018	HS Teacher
Underwood, Laura	2/14/2018	HS Intervention Specialist
White, Chad	2/26/2018	HS Teacher
Wilhelm, Heather	2/26/2018	Advisor
Wolf, Sarabeth	2/21/2018	MS Intervention Specialist
Wunder, Rachelle	2/21/2018	Advisor

**Discussion:** Dr. Stewart explained that the increase in enrollment due to the influx of ECOT students requires further hiring of staff members.



**Moved:** Davenport

**Seconded:** Lopez

<b>Vote:</b> Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Davenport	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"/>
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"/>

**[Jacob Moeller entered the Board meeting at 2:10 p.m.]**

**Motion II: Resolution regarding employee resignations**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the resignations of Carmen DiFrangia, Christina Echevarria, Amy Booth and Samantha Lathan effective April 2, 2018. These four individuals have accepted administrative positions with K12 Virtual Schools LLC working exclusively for OHVA. The Board previously suspended application of Section 7.04 of the contract between K12 Virtual Schools LLC and Ohio Virtual Academy to allow the hiring of these individuals by K12 due to the sudden increase in enrollment.

Carmen DiFrangia	Intervention Specialist	4/2/2018	Assistant Compliance Coordinator
Christina Echevarria	Intervention Specialist	4/2/2018	Assistant Special Programs Manager
Amy Booth	HS Lead Teacher	4/2/2018	High School Assistant Administrator/Principal
Samantha Lathan	MS Teacher	4/2/2018	Middle School Assistant Administrator/Principal

**Discussion:** Dr. Stewart explained the four individuals who are seeking to resign are individuals who were offered administrative positions due to the sudden increase in enrollment as discussed at the prior Board meeting.

**Moved:** Arndt

**Seconded:** Wise

<b>Vote:</b> Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Davenport	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 III: Resolution regarding the Employee Benefits Offered for the 2018-2019 year**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves offering employee benefits consistent with the attached presentation as recommended by the Senior Head of School and reviewed by the Audit and Financial Oversight Committee and Human Resources Committee, and summarized as follows:

1. OHVA will remain partially self-insured for medical and prescription benefits with United Healthcare providing medical administration and stop loss coverage.
2. OHVA will continue to offer a High Deductible Health Plan option that includes a Health Savings Account. OHVA will provide an employer contribution to the HSA in the amounts of



- \$250/single or \$500/family with half of the contribution paid in August and the other half paid in February.
3. OHVA will continue to offer a \$750 deductible plan. Those employees who were on the \$500 deductible plan during 2017-2018 may elect to continue on the \$500 deductible plan for 2018-2019. However, the \$500 deductible plan is not expected to be offered during 2019-2020.
  4. Employee contributions for coverage under the \$500 and \$750 deductible plans will be increased by 10%. Employee contributions for coverage under the HDHP will remain the same.
  5. OHVA will continue to offer employees the ability to purchase voluntary vision through United Healthcare at the rates forth in the presentation. OHVA will also offer employees the ability to purchase voluntary life insurance and long-term disability benefits.
  6. United Healthcare will provide FSA & COBRA administration, however Hylant will be taking over the expense for the COBRA fees.
  7. OHVA will continue its Wellness Initiative including the Real Appeal program.

**Discussion:** Ms. Moore introduced Michelle Willard from Hylant, OHVA Brokers, to discuss the results of the quotes received for employee benefits. Prior to the Board meeting, Ms. Willard provided Board members with a 20-slide PowerPoint presentation explaining Hylant's recommendations for FY2019. Ms. Willard explained that Hylant sent OHVA out to market in order to receive quotes for both partially self-funded models as well as fully-funded. The result of the quotes included a recommendation to remain partially self-funded with United Healthcare. The reasons were due to the plan being customizable and financially feasible. Mr. Moeller asked questions concerning the fully-insured quote from Anthem being cheaper than the partially self-funded model through United Healthcare. Ms. Willard explained that if OHVA ended up at the maximum claim level, that may be the case but historically OHVA's actual results have been below the expected result. As a result, United Healthcare provides a refund endorsement and at this point, the expected refund is approximately \$40,000 for this benefit year. Further, the amount of the fully-funded model being offered would change based upon the experience that the group has, especially with the influx of approximately 100+ new staff members. As a result, the price per employee per year may be significantly more than if OHVA remained in the partially self-funded model. Ms. Willard also indicated Hylant performs monthly reporting as well as quarterly analysis so that if at any point in time OHVA felt that it would be more advisable for OHVA to return to a fully-insured model, action could be taken swiftly. OHVA does not have to wait for a full year. Mr. Norton asked if any employees had complained regarding the benefits that are being provided. Dr. Stewart indicated no employee complaints have been received and in fact, most employees are quite happy with the benefits offered. Mr. Moeller asked if there should be further consideration regarding Anthem's quote for the partially self-funded model which came in as less expensive than United Healthcare. Both Dr. Stewart and Ms. Sims indicated that there was no issue on behalf of K12 to continue with United Healthcare even at an increased cost over Anthem. The difference in cost was not significant enough to cause the disruption by having to change providers. Discussion followed concerning the increase in the employee contributions for those choosing the \$500 deductible and the \$750 deductible plans. There would be no increase in contribution for those employees choosing the high deductible health plan. OHVA would contribute to employee's HSA accounts in the amounts of \$250 for single and \$500 for family for the school year. OHVA would also be offering voluntary vision and voluntary long-term insurance coverage. Raven Call, Health Strategist for Hylant, explained the wellness initiatives at OHVA. United Healthcare will continue to provide \$12,000 in wellness funds. The Real Appeal program has exceeded expectations and will continue. The Wellness Committee at OHVA is very active and engaged.



**Moved:** Norton

**Seconded:** Vasquez

**Vote:**

Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Davenport	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. Finance

Ms. Diu explained that the average enrollment is 11,514 whereas the budget was based upon an average enrollment of 9,414. The increase of 2,000 students to the budget also resulted in an increase of \$10 million in revenue; however, OHVA has experienced an increase in expenses of \$13 million. Thus, the deficit was increased by \$2.9 million with an expected deficit for fiscal year 2018 to be \$5 million.

### a. Bank Reconciliation

#### **Motion IV: Resolution regarding bank reconciliations**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the filing of the bank reconciliations for the months of February and March 2018 as recommended 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 reconciliations for the months of February and March 2018 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"/>
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 Academic Report

Dr. Stewart presented the Board with a six-page Head of School Academic update. Total enrollment is currently 13,156 students with 16.5% special education and 55% free and reduced lunch. Total staff currently is 502 with 96% indicating their intention to return to OHVA next year. Dr. Stewart explained that OHVA is currently in testing time in which over 10,000 students will be tested over the next few weeks. Dr. Stewart reported that Lenny Schafer of OCCS is talking with ODE regarding legislation or regulation to protect OHVA with respect to the sudden enrollment of so many ECOT students due to the sudden closure of ECOT. John Robinson, Public Affairs Lobbyist for K12, reported telephonically of efforts being made for amendment to various bills before the General Assembly to provide a provision



to hold OHVA harmless regarding the increase in enrollment. There was also discussion concerning funding for summer school as a large portion of students from ECOT are in need of remediation. Laura Houser, Middle School Principal, gave a presentation to the Board concerning not only the increase in students at the middle school level but also the change in culture. Ms. Houser indicated the motto for the middle school is “We are the middle school. It can be done.” Mr. Norton asked Ms. Houser how testing will go for middle school based on the preliminary assessments. Ms. Houser felt confident with respect to those students who will count for testing, but challenges still exist in integrating the new students, staff and families. Mr. Norton asked Dr. Stewart when the Board will receive testing data. Dr. Stewart indicated preliminary data will be presented at the June Board meeting.

## 9. Compliance

### a. OCCS

Lisa Burke presented a three-page Board brief outlining the compliance and technical assistance being provided by OCCS as well as updates concerning various trainings, as well as legislative and fiscal academic reviews.

### b. Ethics Law Training

Ms. Dorner presented training to the Board members regarding the ethics policy previously passed by the Board as well as an outline of the ethics law provided by the Ohio Ethics Commission. Board members were encouraged to discuss any ethical concerns with Board legal counsel or to seek assistance from the Ohio Ethics Commission.

## 10. Other Updates and Upcoming Events

The next Board meeting is set for May 8, 2018 at 2:00 p.m. The HR Committee will virtually meet on May 1, 2018 at 2:00 p.m. to gather information to bring to the next Board meeting. Mr. Norton invited all Board members to attend OHVA Graduation slated for June 2. Kyle Wilkinson, 12<sup>th</sup> Grade Principal, briefly explained the need to find individuals willing to sit on a CTE Advisory Board.

## 11. Executive Session

Mr. Norton made a motion to go into Executive Session at 4:12 p.m. to discuss a personnel decision relating to a termination, as well as consult with legal counsel regarding a pending legal matter. Ms. Lopez seconded. Roll call vote:

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

Mr. Norton invited legal counsel Renisa Dorner, Dr. Stewart, Ms. Moore, Ms. Medeiros (telephonically) and Ms. Brosnek to attend the Executive Session.



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Mr. Norton made a motion to return to regular session which was seconded by Mr. Vasquez and the following roll call vote was taken:

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

With no further business to discuss, Mr. Norton adjourned the meeting at 4:27 p.m.