



OHVA Board of Trustees Meeting

June 13, 2023 at 2:00 PM

Our Approach: Student-centric, Innovative

Our People: Passionate, Engaged

Our Students: Inspired, Empowered, Educated

1. Meeting called to order by President Stephen Vasquez at 2:00 PM.

2. **Roll Call/Guests:**

	Board Members	Present	Absent	Time of Arrival After Call to Order
1	Kelly Arndt – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Adam Davenport – Board Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Patty Humbert - Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Susan Lippens – Board Vice President	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2:03 PM
5	Ben Lochbihler – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2:01 PM
6	Gina Lopez – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Jacob Moeller – Board Treasurer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2:07 PM
8	Matt Norton – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Stephen Vasquez – Board President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10	OCCS Ex-Officio Representative – Kristin Katakis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Also in attendance were: K12 Senior Head of School Dr. Kristin Stewart; K12 Director of Academics Kyle Wilkinson; K12 Senior Operations Manager Emily Rogers; K12 Manager of School Compliance and Ops Tiffany Porter; K12 Human Resources Business Partner Melissa Warren; K12 Finance Manager and OHVA Designated Fiscal Officer Dawn Cummings; K12 Portfolio Vice President Cindy Schobel Wright; and OHVA Legal Counsel Renisa Dorner and Emilie Vassar. Various members of K12 Administrative Team were in attendance virtually.

3. **Public Participation on Agenda Items:**

a. **Regarding Agenda Items** – There was no public participation on agenda items.

Mr. Lochbihler entered the meeting at 2:01 PM.

b. **Regarding Non-Agenda Items** – There was no public participation on non-agenda items.

4. **Approval of Minutes of the Regular Meeting of May 16, 2023**

Mr. Davenport moved to approve the minutes as written; Ms. Arndt seconded; and all in attendance voted in favor.

Mr. Vasquez recognized OHVA Legal Counsel Renisa Dorner for her 21 years of service to the school and presented her with a gift from the school in honor of her retirement.

Ms. Lippens entered the meeting at 2:03 PM. Mr. Moeller entered the meeting at 2:07 PM.



Ms. Dorner thanked the Board and School and expressed her gratitude for the time spent with the school.

5. Operations:

a. Approval of new Board member (motion)

Motion I: Resolution regarding appointment of Board Member

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby appoints Bruce Boerst to serve as a Board Member on the Ohio Virtual Academy Board of Trustees for a three-year term effective immediately, as recommended by the President and Vice President of the Board. The Head of School shall provide the orientation materials required by Board policy.

Discussion: Mr. Vasquez reported both he and Ms. Lippens interviewed Mr. Boerst, as outlined in OHVA’s policies, and recommended approval of his membership on the Board.

Moved: Vasquez	Seconded: Davenport	Vote: Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Humbert	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lippens	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lochbihler	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"/>

b. Head of School Report

Dr. Stewart presented a four-page Head of School report showing enrollment at 14,520 students with 2480 special education students (17.4 %). Currently 78.5% of students have re-registered for the 23024 school year. Dr. Stewart played a video from the graduation ceremony, in which 464 of the 952 graduates participated. Dr. Stewart recognized one graduate who received a scholarship from OCCS. 1547 students and their families participated in the virtual eighth grade recognition ceremony.

c. Academic Report

Mr. Wilkinson reviewed an 11-page PowerPoint presentation highlighting academic updates. He provided data regarding the 2023 graduating class, noting the internal graduation rate remained at 83% but with stricter graduation requirements than the previous year. 605 students obtained work-based certificates, which is more than double the previous year. Mr. Wilkinson gave an overview of the updated 23-24 OHVA Playbook, which outlines OHVA’s Comprehensive Program Plan. Mr. Wilkinson updated the Board on the success of the first year of the Rock and Roll Academy, reporting over 300 students participated over the school year and 75-80% of those students indicated they would be likely to participate again. OHVA plans to continue the program next school year.

Mr. Wilkinson and Dr. Stewart reported on the budget bill, explaining they expect the school will receive an increase of approximately \$1000 per pupil in the next fiscal year, but the budget reflects existing per-pupil funding amounts. Mr. Wilkinson conveyed the budget bill includes many of the provisions OHVA hoped for, but they are still working on removing



students who have been automatically withdrawn from the graduation rate. Dr. Stewart discussed Science of Reading legislation, which will require significant training for teachers. OHVA has already begun the process of training teachers and administrators accordingly.

Dr. Stewart recognized Kathy Pine for her years of service in student support in advance of her retirement at the end of June.

d. Special Programs Report – None.

e. Operation Report

i. Residency Verification Update

Ms. Rogers reported 14,258 addresses were processed through Verimove in May with 454 forwarding addresses being identified and 28 showing out of state. She reported OHVA administration was in the process of following up on the flagged addresses. Dr. Stewart explained that OHVA does not accept state funding for out-of-state students, but occasionally permits a student in good standing to finish the semester.

6. Finance:

a. Bank Reconciliation (motion)

Motion II: Resolution regarding filing of the bank reconciliation

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the filing of the bank reconciliation for the month of May 2023, as recommended by the School Treasurer.

Discussion: Mr. Moeller confirmed he had an opportunity to review the bank reconciliation for May 2023 as presented by the School Treasurer and it appeared appropriate.

Moved: Moeller	Seconded: Arndt	Vote: Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Humbert	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lippens	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lochbihler	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"/>

b. Review of FY23 Budget and financials

Ms. Cummings reviewed an eight-page PowerPoint presentation summarizing the current status of budget and forecasts. The current forecast shows a \$252,296 surplus based on 15,081 enrollment, decreased teacher expenses driven by a decrease in professional development, and depreciated capital improvements from Suite 200. Ms. Cummings also provided the FY23 bonus calculations and merit increases for staff. Dr. Stewart reported most employees earned bonuses between \$1,200 and \$2,000, but the bonuses amounts were issued on a bell curve based on performance.



c. Fiscal Year 2024 budget (motion)

Motion III: Resolution regarding OHVA Fiscal Year 2024 Budget

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the Fiscal Year 2024 Budget, a copy of which is attached hereto, as recommended by the School Treasurer.

Discussion: Ms. Cummings confirmed she had provided the updated K12 pricing list to the Board, but the FY24 budget was based on FY23 pricing. She addressed the typographical error in middle school student ratios identified at the May 2023 meeting, explaining investigation showed the typo appeared to have been copied throughout a few documents but the ratio the Board had previously approved and under which the school had been operating for middle school was 190:1. The Board discussed how OHVA’s ratios compared to its competitors and the potential impact of decreasing the ratio. Dr. Stewart explained the ratio was similar to their competitors and reminded the Board the ratio relates to total students assigned to teachers, and not to individual class size, and the impact of reducing the ratio would be to address administrative burden. Ms. Dorner asked whether OHVA would consider making changes if the school received an increase in per-pupil funding. Dr. Stewart indicated this might be a possibility the Board could revisit after the change in funding was known. Mr. Vasquez requested Dr. Stewart work with Ms. Lippens to identify whether the ratio is appropriate for teacher workloads and tabled further discussion until the August meeting.

Moved: Norton	Seconded: Lippens	Vote: Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Humbert	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lippens	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lochbihler	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"/>

7. Personnel/Staff Development:

a. Employee Resignation (motion)

Motion IV: Resolution regarding Employee Resignations

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the resignation of the following individual, as of the termination date listed below, based on the unique circumstances presented by the individual and as recommended by the Head of School:

Terminations

Employee Name (Last Suffix, First MI)	Job	Termination Date
Cooper, Kara	Intervention Specialist	05/19/2023

Discussion: Dr. Stewart reported the resignation had been reviewed with legal counsel prior to terminating the employee. Mr. Davenport confirmed he had an opportunity to review with Dr. Stewart and it appeared appropriate.



Moved: Davenport

Seconded: Humbert

Vote: Arndt
 Davenport
 Humbert
 Lippens
 Lochbihler
 Moeller
 Norton
 Vasquez

Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>

b. PTO Discussion

Dr. Stewart presented a five-page report explaining OHVA’s current personal and sick time policies. She explained the administrative team continue to work on addressing the current substitute teacher system, in which existing teachers take on absent teacher class loads. She reported the administrative team did not recommend changing the current sick/personal leave structure, in part due to the substitute system. Ms. Lippens and Ms. Humbert expressed the current structure is generally aligned with the industry standard. Dr. Stewart will work with OHVA legal counsel to revise language related to absence reporting to prevent abuses.

Dr. Stewart presented a proposal to offer floating half-days off to recognize groups of employees who exceed expectations, such as by providing time during evenings and weekends for testing. Dr. Stewart will work with OHVA legal counsel to develop appropriate language and present the policy to the Board at the August meeting.

8. Compliance:

a. OCCS Report

Ms. Katakis reviewed a four-page Board Brief which included legislative updates and compliance requirements for the end of the fiscal year. Ms. Katakis reported OCCS had awarded 25 scholarships to OHVA students, including students receiving renewal scholarships. Ms. Katakis informed the Board OCCS had hired a new school representative for all sponsored e-schools who would attend the August meeting with Ms. Katakis. Ms. Katakis presented OHVA with a grant enrichment check in the amount of \$245,000.

b. Semi-Annual Bullying and Harassment Report

Dr. Stewart reported there had been no new reports of bullying and/or harassment.

c. Annual Meeting Date (motion)

Motion V: Resolution regarding Annual Meeting

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby resolves that the Annual Meeting will be held on August 15, 2023, as recommended by the Head of School.

Discussion: Mr. Vasquez confirmed the meeting would be held at same time as regular meetings.



Moved: Norton

Seconded: Davenport

Vote:

Arndt

Y N

Davenport

Y N

Humbert

Y N

Lippens

Y N

Lochbihler

Y N

Moeller

Y N

Norton

Y N

Vasquez

Y N

9. Executive Session (if necessary): None.

10. Other:

a. K12 Extension update

Ms. Vassar reported the K12 Extension was now fully executed.

11. Upcoming Event Dates and Communications:

a. Annual Meeting – August 15, 2023

Mr. Vasquez reminded everyone the next Board meeting will be held on August 15, 2023 at 2:00 PM, and any Board member who will be unable to attend should notify Ms. Vassar to confirm quorum.

Having no further business, Mr. Vasquez adjourned the meeting at 3:59 p.m.



FY24 Proposed Budget

May 2023



Assumptions

	FY24 Proposed Budget (May)	FY23 Current Forecast
ENROLLMENT		
Average Enrollment	13,579	15,082

STUDENT/TEACHER RATIOS:

Elementary School (K-5)	60:1	60:1
Middle School (6-8)	190:1	190:1
High School (9-12)	200:1 for most, 350:1 for PE and 175:1 for CRE	200:1 for most, 350:1 for PE and 175:1 for CRE
SPED Intervention Specialists (K-8)	16:1	16:1
SPED Intervention Specialists (9-12)	24:1	24:1
K-5 Advisors	400:1	400:1
Middle School and High School Advisors	300:1	300:1
High School Counselors	350:1	350:1

FUNDING PER FULL-TIME STUDENT

Per pupil funding guaranteed rate	\$ 7,136	\$ 7,136
*New funding formula shows this as the minimum per pupil rate allowed		

BUDGET:

Revenue	\$ 123,163,986	\$ 128,982,684
Expenditures	\$ 121,112,252	\$ 128,632,359
Deficit prior to K12 Credit	\$ 2,051,733	\$ 350,325



FY24 Proposed Budget Summary

	FY24 Proposed Budget	FY23 Current Forecast	Variance Higher/ (Lower)	% Change
Average Enrollment	13,579	15,082	(1,503)	-10%
Total Revenue	\$ 123,163,986	\$ 128,982,684	\$ (5,818,698)	-5%
Teacher Expenses	50,895,748	53,082,208	(2,186,460)	-4%
Student Expenses	41,475,389	45,545,754	(4,070,365)	-9%
Student and Family Services Expenses	3,749,550	4,141,681	(392,131)	-9%
Administration and Governance Expenses	16,045,036	16,568,582	(523,546)	-3%
Technology Expenses	8,365,825	8,660,755	(294,930)	-3%
Insurance/Facilities/Other Expenses	580,704	633,379	(52,675)	-8%
Total Expenses	121,112,252	128,632,359	(7,520,107)	-6%
Surplus (Deficit)-Prior to K12 Credit	\$ 2,051,733	\$ 350,325	\$ 1,701,408	486%



FY24 Proposed Budget Variance Explanations

Enrollment – Average enrollment expected to decrease by 10% or 1,503 students. The budget assumes K-5 will decrease by 696, middle school 167, and high school by 641.

Total Revenue – Basic, special education and career technical funding are decreasing due to enrollment. The funding formula guarantees a minimum per pupil rate of \$7,136. FY23 Federal grant amounts include actual amounts known at this time. Remaining ESSER/CARES grants were adjusted to account for actual revenue spent in FY23. Both Casino and Student Wellness and Success funds are estimates based on previous year rates.

Teacher Expenses –Overall, teacher expenses decreased due to lower enrollment. Fewer instructors will be needed, and less teacher related expenses. The total for SPED contractors also decreased due to enrollment. Slight increase to benefits due to increased stop loss limits.



FY24 Proposed Budget Variance Explanations (Continued)

Student Expenses – Student expenses are decreasing due to enrollment. Non-K12 other increased to additional ARP ESSER spends for students.

Student and Family Services Expenses – Expenses are decreasing due to enrollment.

Administration and Governance Expenses – The K12 management fee and OCCS sponsor fee are decreasing with revenue. Added board contractor per EPSA.

Technology Expenses – The K12 technology fee is decreasing with revenue.

Insurance/Facilities/Other Expenses – Decrease in facility cost is driven by the decrease in rent due to decreasing office space.



Detail of K12 Charges Other

<u>Other K12 Services:</u>	FY24 Proposed Budget	FY23 Current Forecast	Variance Higher/(Lower)	% Change
Testing Nirvana	82,183.77	91,315.30	\$ (9,132)	-10%
Related Service Manager	9,100.80	10,110.77	\$ (1,010)	-10%
USA Test Prep	12,000.00	12,000.00	\$ -	0%
NWEA	122,821.78	136,025.04	\$ (13,203)	-10%
Total	\$ 226,106	\$ 249,451	\$ (23,345)	-9%