



OHVA Board of Trustees Meeting

December 10, 2019

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 2:04 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 – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Susan Lippens – Board Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Ben Lochbihler – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Gina Lopez – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	David Kalman – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Jacob Moeller – Board Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Matt Norton – Board President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Tiaunna Richardson – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10	Stephen Vasquez – Board Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Jennifer Wise – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12	Sarah Zimmerman-Thornhill – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13	OCCS Ex-Officio Representative Lisa Burke	<input checked="" 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 and OHVA Designated Fiscal Officer Kate Diu; K12 Human Resources Business Partner Carole Arman; K12 Senior VP, Northern Region Darren Reed; K12 Academic Data Analyst Allison Bentley; Board Legal Counsel Renisa Dorner; and members of the K12 administrative team.

3. Public Participation on Agenda Items: None

4. Public Participation on Non-Agenda Items: None

5. Approval of Minutes of the Regular Meeting of October 15, 2019

Ms. Wise moved to approve the minutes as written; Mr. Davenport seconded, and all present were in favor.



6. Personnel/Staff Development

a. New Hires / Resignations

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 with the HR Committee:

Employee Name (Last Suffix, First MI)	Job	Last Hire Date
Blakley, Nicole L.	Advisor	10/07/2019
Dalgleish, Marlene J.	Intervention Specialist HS	10/07/2019
Dibe-Diaz, Layla	Intervention Specialist MS	10/07/2019
Hunt, Ashley N.	Teacher Elementary School	10/21/2019
Incorvaia, Elizabeth S.	Advisor	10/07/2019
Long, David G.	Teacher Middle School	10/21/2019
Nixon, Elizabeth A.	Intervention Specialist MS	10/07/2019
Schmidt, Cathleen T.	Intervention Specialist HS	10/07/2019
Sudhakaran, Rachel E.	Teacher Middle School	10/21/2019
Thompson, Meghan A.	Intervention Specialist HS	10/07/2019
Tufts-Smith, Yvette M.	Intervention Specialist MS	10/21/2019

Discussion: Dr. Stewart explained all individuals being hired are based upon enrollment needs. She further commented that hiring will be slowing down for the remainder of the school year.

Moved: Davenport	Seconded: Lippens	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"/>
		Lochbihler	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"/>
		Richardson	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 rejects the resignations of the following individuals, who have abandoned their positions at OHVA as of the resignation date indicated:

Terminations

Employee Name (Last Suffix, First MI)	Job	Resignation Date
Cheers, Courtney T.	Intervention Specialist HS	10/31/2019
Hayes, Crystal N.	Intervention Specialist HS	10/04/2019

The Board of Trustees of OHVA accepts the resignation of Terry C. Dustin effective October 15, 2019 as this resignation was received in lieu of possible termination.



Discussion: Dr. Stewart reviewed the background with respect to the resignations being submitted. She recommended that two resignations be rejected and that one be accepted in lieu of termination.

Moved: Wise **Seconded:** Davenport **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"/>
Lochbihler	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"/>
Richardson	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"/>

[Mr. Lochbihler left the meeting at 2:19 p.m.]

b. Amending 504 Job Title

Motion III: Resolution regarding Amending Job Title

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby changes the job title of any current employee who was previously approved as an At Risk Services RTI Coordinator to an At Risk Services 504 Coordinator, as their job title was incorrectly titled during the approval process. The position of At Risk Services 504 Coordinator is solely related to 504 issues and does not perform the duties of an RTI Coordinator. It was previously agreed that the job description of At Risk Services RTI Coordinator is a K12 position, and not an OHVA position.

Discussion: Dr. Stewart explained the title of 504 coordinator had been incorrectly noted as an RTI coordinator position. Ms. Dorner further stated the background related to the two different types of job descriptions and the need to correct and amend the job title for those individuals who had previously been approved.

Moved: Lopez **Seconded:** Richardson **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"/>
Richardson	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

[Mr. Lochbihler returned to the meeting at 2:25 p.m.]

Ms. Burke reviewed the three-page Board brief previously submitted to the Board members for review. She also reviewed the FY2019 Annual Progress Report (9 pages). The last page of the annual



progress report indicates “prospects for reauthorization would be likely.” Mr. Norton asked if any legislative issues were likely in the future. Dr. Stewart indicated a new standard related to engagement is possible. Mr. Norton also commented on the training demands placed upon the staff.

b. 19-20 Board Officer Elections

Motion IV: Resolution regarding Board Officers

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby elects the following Board Officers for the remaining of the 2019-2020 School Year:

- President – Matt Norton
- Vice President – Stephen Vasquez
- Secretary – Susan Lippens
- Treasurer – Jacob Moeller

Discussion: Mr. Norton reviewed the interests of individuals with respect to the various officer positions. The expectation is Mr. Vasquez after serving as Board Vice President for FY20 that he would to serve as President for FY21 so Mr. Norton can step down.

Moved: Norton	Seconded: Davenport	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"/>
		Lochbihler	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"/>
		Richardson	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. Suspension Policy Addendum

Motion V: Resolution regarding amendment of the School Handbook

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby amends the policy in the School Handbook entitled SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS to include the following language:

A suspended student shall be allowed to make-up school work missed due to suspension. Administration and Staff will provide the suspended student with access to school work/assignments. A deadline for turning in all school work completed during the suspension will be provided by administration.

The Head of School is directed to take such action as is necessary to implement the amended policy in the School Handbook.

Discussion: Dr. Stewart explained the principles of suspension carried out at Ohio Virtual Academy and the ability of students to continue their school work while on a suspension.



Moved: Norton

Seconded: Arndt

Vote: Arndt

Davenport

Lippens

Lochbihler

Lopez

Moeller

Norton

Richardson

Vasquez

Wise

Y N

Y N

Y N

Y N

Y N

Y N

Y N

Y N

Y N

Y N

d. Sunshine Law Training/Open Meeting Review

Ms. Dorner indicated training would be provided at the conclusion of the Board meeting in order to comply with ORC §3314.037 regarding the requirement for annual training regarding public records and open meeting laws.

8. Operations

a. Head of School Report

Dr. Stewart presented a seven-page Head of School report summarizing various aspects of the school. Current enrollment is 13,501 with 2,411 in special education. Dr. Stewart commented that efforts are under way to provide electronic student welfare indicators in which students will answer questions such as: are they safe? have they eaten? are they ready to learn? so as to determine if there is any student welfare issues to be addressed.

b. CTE Presentation

Lauren Logan (CTE Dean) and Jeremy Grove (CTE Coordinator) made a presentation regarding additional pathways to be offered based on student surveys as well as employment projections. The potential additional pathways include engineering, pre-nursing, medical assisting, health information management, and job training coordinator. In addition, there will be an offering for pharmacy technician, as well as certification for MSSC CPT and sales force. With the ability for students to obtain various credentials, such as the STNA, there should be an improvement on the OHVA report card. There are 136 students in the CTE program with an additional 200 who are in explorations of the CTE program. Efforts are underway to provide a positive message to students about involvement in the CTE program.

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 October and November 2019 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 the months of October and November 2019 and they appeared appropriate.



Moved: Moeller	Seconded: Lochbihler	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"/>
		Lochbihler	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"/>
		Richardson	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"/>

b. Budget Review

Ms. Diu reviewed the current forecast and variances being experienced. The current deficit is \$5.3 million which is a decrease of \$2.4 million from the prior report. ODE has reallocated certain funds which are now shown on the current forecast. The annual audit has just begun and is expected to take a few weeks to be completed. There was concern expressed that OHVA would be experiencing a significant increase in healthcare costs for the next fiscal year.

c. Procurement Policy Update

Motion VII: Resolution regarding the Procurement Policy

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby amends the third paragraph of the Ohio Virtual Academy Procurement Policy as follows:

All expenditures, with a few exceptions, require a purchase order *signed* approved by the Head of School, the Operations/Department Manager and the School Treasurer. In the absence of any of these three, the Finance Director may approve purchase orders. The purchase order must be completed and approved before the expense is incurred. Exceptions to the foregoing statement include testing sites, *hotels for test proctors*, *CCP textbooks*, tutoring services, special education related services, payroll and employee benefits, legal services, monthly recurring expenses such as rent and utilities, and any payment required to comply with any agreement approved by the Board of Trustees, including sponsor oversight fees and management/technology fees.

Discussion: Ms. Diu explained the need to have certain amendments to the procurement policy to allow for easier payment of hotel expenses and other testing needs, rather than use of purchase orders. Mr. Vasquez questioned whether there were any pre-negotiated rates for hotels for the testing proctors. Dr. Stewart indicated no pre-negotiated rates have been obtained; however, Ms. Rogers will further investigate. The policy was also amended to allow for payment for college credit plus textbooks.

Moved: Arndt	Seconded: Moeller	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"/>
		Lochbihler	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"/>
Richardson	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. Upcoming Event Dates and Communications

Mr. Norton indicated all Board members should respond with respect to potential Board retreat ideas or whether a retreat is even necessary this year. Next Board meeting is February 18, 2020.

Mr. Norton moved to adjourn; Ms. Wise seconded and all were in favor of adjourning at 4:03 p.m. All Board members were required to remain for the training with respect to public records and open meetings laws.