



OHVA Board of Trustees Meeting

May 16, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Gina Lopez – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Jacob Moeller – Board Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Matt Norton – Member	<input type="checkbox"/>	<input checked="" 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 Manager of School Compliance and Ops Tiffany Porter; K12 Special Programs Director Johna McClure; K12 Finance Manager and OHVA Designated Fiscal Officer Dawn Cummings, OHVA Legal Counsel Renisa Dorner and Emilie Vassar, and prospective board member Bruce Boerst. Various members of K12 Administrative Team were in attendance virtually. Four OHVA students were in attendance virtually at the beginning of the meeting.

Mr. Vasquez introduced prospective board member Bruce Boerst, attorney in Toledo. Mr. Boerst provided a brief biography, including that he typically goes by “BJ.” Mr. Vasquez informed the Board that, pursuant to the election policy, Mr. Boerst will be interviewed by Ms. Lippens to further assess his candidacy.

3. Approval of Minutes of the Regular Meeting of April 18, 2023

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

Ms. Lippens entered the meeting at 2:03 PM.

4. Operations:

a. **Academic Report – Student Project Presentation:** Lauren Logan introduced Aaron Lyman, OHVA alumnus and software teacher in the career tech program. Mr. Lyman and



four of his students presented “Sealed Whispers,” an escape room computer game that the students have developed over the course of this school year. Each of the four students and Mr. Lyman discussed the role they took in development, what they learned from participating in the project, and answered Board member questions. Mr. Vasquez congratulated the students on a job well done.

b. Head of School Report

Dr. Stewart presented a three-page Head of School report showing enrollment at 14,372 students with 2,462 special education students (17%). Dr. Stewart shared a news story about the OHVA prom, where approximately 400 students attended, which is one of several recent news media pieces about OHVA student successes. Dr. Stewart reported that re-registration was at nearly 80% for students who have been with OHVA for more than a year, making this one of OHVA’s highest re-registration rates. OHVA met the 95% state requirement for testing attendance, and the school met 95% attendance in most sub-groups as well. This represented over 25,000 tests with 9,300 students participating in testing. Dr. Stewart outlined the numerous summer camp and class offerings.

c. Special Programs Report

Ms. McClure presented a five-page Special Programs PowerPoint presentation. She explained the English Learners (EL) population was currently at 183 active students and 84 monitoring students, which represents students who passed the required assessment within the past four years. She reported 16 additional students recently passed and would be moved to monitoring status.

Ms. McClure reviewed the services provided by the Family Resources program, which currently serves 468 homeless families in addition to other families in need. Dr. Stewart commented that OHVA has received several referrals from hospitals because of the manner in which OHVA supports these students both while institutionalized and during the reintegration process. Mr. Vasquez requested Ms. McClure provide a total number of students supported at the next Board meeting.

d. Operations Report

Ms. Rogers summarized efforts to verify residency during the month of April. OHVA administration processed 14,478 addresses through Verimove and identified 455 forwarding addresses, including 17 out of state forwarding addresses. A number of families also communicated changes through the re-registration process. She reported that OHVA administration was in the process of following up on the flagged addresses.

i. Computers – Lifecycle and New Hires

Motion I: Resolution regarding New Hire Computers/Life-Cycle Replacement Computers

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the purchase of Lenovo ThinkPad notebook computers for OHVA teachers/staff from Virtual Technologies Group Inc. at a price of \$887.76 per computer, as outlined in the quote dated May 5, 2023. The expectation is that 32 of these computers will be used for new hires and approximately 258 computers for life-cycle replacements, as recommended by the Head of School. The Head of School may approve the purchase of such computers consistent with the quote stated above for an amount not to exceed \$263,250.40.



Discussion: Ms. Rogers explained OHVA annually identifies teacher computers that are more than three years old for replacement. Dr. Stewart explained a resolution regarding computer purchases is annually brought at this time of year if the purchase exceeds \$20,000. Ms. Rogers commented the volume of replacement computers was higher than typical this year because it reflects an influx of teachers from ECOT, which closed in 2018.

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

5. Finance:

a. Review of current budget and financials

Ms. Cummings reviewed a 7-page PowerPoint presentation summarizing the current status of the budget, which shows a projected surplus of \$350,326. Ms. Cummings identified that, although enrollment increased slightly, revenue decreased because some of the ESSER grant funds was reallocated to next year's budget. She reported decreases in expenses because testing cost less than projected and because of the facility downsize. She also confirmed the Form 990 had been completed.

b. Bank reconciliation

Motion II: 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 month of April 2023, as presented by and recommended by the School Treasurer.

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

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

c. Five-Year Forecast

Motion III: Resolution regarding OHVA Five-year Forecast

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the Five-Year Forecast, a copy of which is attached hereto, as presented by and recommended by the School Treasurer.



Discussion: Ms. Cummings presented the five-year forecast. Ms. Cummings noted a change in federal funding because of the expiration of ESSER funds. She also indicated future average enrollment is projected at a lower level due to recent trends and more competition. Ms. Cummings explained staffing levels reflect natural attrition and may not be backfilled. Mr. Vasquez confirmed the Board consultant fee continues to be included in the forecast as such is expected to be included in any contract moving forward.

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

d. Review draft FY24 budget

Ms. Cummings reviewed the assumptions used in preparing the FY24 budget which currently shows a surplus of approximately \$2 million. Mr. Vasquez asked why the assumptions showed a change in the student-teacher ratio for middle school. Ms. Cummings stated this was likely a typographical error, as she believed ratios remained the same but she will confirm at the next Board meeting. Mr. Moeller asked about the projected decrease in enrollment. Dr. Stewart explained this projection is based on trends in online enrollment but indicated current re-registration does not show a decrease. Mr. Vasquez asked whether budget figures were based on the 2024 price list. Ms. Cummings said the budget is based on the FY23 price list as K12 has not provided the FY24 price list. Ms. Dorner noted that, contractually, any increase in price must be presented at least 30 days prior to approval, so prices cannot now increase. Decreases in expenses are predominately based on enrollment, as well as the facility change. Dr. Stewart explained the State of Ohio anticipates changes to science and reading testing requirements and that an additional NWEA component will need to be added if/when that provision passes. Ms. Dorner reported she confirmed with Ms. Cummings that DCA fees and instructional teacher fees have not and will not be billed, even though identified in the price list, due to such being specifically excluded in the contract with K12.

6. Personnel/Staff Development:

a. Employee resignations

Motion IV: Resolution regarding Employee Resignations

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the resignations of the following individuals, as of the termination dates listed below, based on the unique circumstances presented by these individuals as recommended by the Head of School:



Terminations

Employee Name (Last Suffix, First MI)	Job	Termination Date
Schnitkey, Sayward R.	Advisor	03/29/2023
Beal, Lydia A.	Advisor	04/07/2023
Bissell, Melissa L.	Transition Svcs Liaison	04/14/2023

Discussion: Dr. Stewart explained the resignations were all for non-instructional positions in which the individuals left for new employment. Mr. Davenport reported that he discussed the resignations with Dr. Stewart and he expressed no concerns.

Moved: Davenport **Seconded:** Moeller **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"/>
Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

b. Summer Extra-Duty Contracts

Motion V: Resolution regarding Summer Extra-Duty Contracts

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the OHVA Summer Extra-Duty Contracts to the following current OHVA employees to perform designated assignments related to the offering of summer school courses for OHVA students, as recommended by the Head of School:

- | | | | |
|------------------------|-------------------|-----------------|------------------|
| Adrienne Butler | Carla Deliman | Heather Tolles | Sunny Schultheis |
| Daphne Chek | Laura Amble | Jared Shoup | Melissa Knodel |
| Patricia Christopher | Laura Amble | Lindsey Konrad | Jody Simon |
| Heather Cox | Moira Franchetti | Rhonda Renker | Ethan Wintrow |
| Rachel Early | Chet Bacon | Miranda Rivera | Ethan Wintrow |
| Karen Fitch | Chet Bacon | Jen Magensky | Faith Richards |
| Jill Holod-Dunbar | MaKayla Clellan | Tina McClain | Darcie Golec |
| Kelly Dyer | Shannon Woodberry | Rachel Phillips | Andrea Brim |
| Bryan Householder | Shannon Woodberry | Paula Bielfelt | Sarah Estep |
| Mary Catherine Knight | Lisa Beaulieu | Ann Wagoner | Erin Malcolm |
| Tirisa Lather | Rachel Muscato | Karen Noyes | Kallie Pietras |
| Beth Levigne | Julie Leahy | Crystal Durbin | Erin Carpenter |
| Carolyn Morgan | Julie Leahy | Michelle Cole | Tricia Bard |
| Tina Negrelli | Anne Zimmerman | Kristie Fetty | Rylan Moore |
| Kari O'Shea | Anne Zimmerman | Kristie Fetty | Sarah Synder |
| Amanda Plute-Schlitter | David Brockway | Carol Riffle | Amanda Green |
| Alison Puttman | Sheila Rupert | Carol Riffle | Rebekah Brady |
| Keri Rizkallah | Tressa Russo | Mike Kobylski | Dristina Quinn |
| Charity Sphar | Bridgett Johnson | Julie Hagglund | Tirisa Lather |
| Ann Taddeo | | | |
| Anne Zimmerman Palmer | | | |
| Jim Fedor | | | |



Discussion: Mr. Wilkinson requested approval of extra duty contracts for summer camps and summer remediation programs for math and English. He explained some individuals are listed twice because they will be conducting more than one session. Ms. Dorner noted that each individual should have a separate contract for each assignment.

Moved: Vasquez	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"/>
		Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

c. PTO Discussion

Dr. Stewart reported multiple staff members expressed concerns regarding the paid time off structure. The staff had inquired if PTO time could be generalized and not separated between sick and personal days. Dr. Stewart described the current structure. The Board discussed various pros and cons of this approach, identifying the need for consistency within the school year and challenges additional absences might cause particularly given the current substitute teacher structure. Dr. Stewart noted the administration was currently working on a new substitute structure. Mr. Vasquez requested Dr. Stewart identify the number of days off staff members receive by virtue of winter and spring breaks and holidays and summer recess. Ms. Lippens asked whether OHVA’s current system was comparable to traditional schools. Dr. Stewart said it was, but that some schools were becoming more flexible. Ms. Dorner suggested the Board be cognizant of added administrative burden and risks associated with a general approval process.

Dr. Stewart also commented new staff members have sought to transfer accrued sick days from other districts upon being hired at OHVA, as is common when teachers transfer between traditional districts. Mr. Vasquez indicated he would be willing to discuss a structure for the transfer of hours in the future, but recognized a change of this nature may be difficult given all prior hires were denied the ability to transfer.

d. Retention/Sign-on

Motion VI: Resolution regarding Retention/Sign-On Bonus Policy

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the Sign-on Bonus and Retention Bonus Policy, a copy of which is attached hereto, as recommended by the Head of School. This new policy shall replace the prior policy in its entirety. The amount to be awarded shall not exceed \$1,212,327.81.

Discussion: Dr. Stewart identified OHVA again has ESSER funds available to offer retention and sign-on bonuses similar to what was offered last year, but indicated she would ensure staff knows this is not an ongoing guarantee because ESSER funds are expiring. Once OHVA identifies how many individuals are eligible, the total amount will be divided among the pool. Dr. Stewart confirmed the bonus amount would be the same for all individuals.



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

e. Start date for staff

Motion VII: Resolution regarding Staff Start Date

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the start date for returning staff for the 2023-2024 School Year of August 3, 2023, as recommended by the Head of School.

Discussion: Dr. Stewart stated the August 3 start date was greatly appreciated by returning teachers and had worked well the previous year. She clarified new teachers would begin on August 1 for orientation/training.

Moved: Davenport	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"/>
		Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

7. Compliance

a. OCCS Monthly Report

Ms. Katakis stated that OHVA was up to date with compliance requirements. She identified the Board must still complete conflict of interest forms this year, and Ms. Dorner indicated these would be completed at the June meeting. Ms. Katakis presented gifts from OCCS to Ms. Arndt, Mr. Vasquez, and Mr. Norton in recognition of their service of at least ten years on the OHVA board. Mr. Vasquez asked about legislative updates regarding proposed changes to the Ohio Board of Education. Mr. Wilkinson reported a vote is currently anticipated to occur in June.

b. Parent Student Handbook changes

Motion VIII: Resolution regarding 2023-24 School Handbook

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the following changes to the School Handbook as recommended by the Head of School:

1. Changed pronouns to be gender neutral throughout the Handbook.



2. Online Middle and High School (OHMS) added to existing Online School (OLS) language to ensure middle/high school parents know the sections apply to all students.
3. Teacher, Staff, and Family Communications: Time within which administrators must respond to communication changes from 24 hours to 48 hours.
4. Enrollment & Student Records:
 - a. Added two additional enrollment forms – enrollment verification form and pertinent court orders pertaining to guardianship
 - b. Added language to second paragraph clarifying that students/legal guardians must “physically” reside in the state of Ohio to be eligible for enrollment, rather than merely maintain a residence.

5. Change of Address policy updated to read as follows:

Change of Address:

Parents/Guardians are required to notify Ohio Virtual Academy any time there has been a change of address. In order for the change to go into effect, Proof of Residency is required in the legal guardian’s name. **https://www.k12.com/content/dam/mps-refresh/ohva/resources/files/OHVA_20-21_POR_Guidelines.pdf

Access to the online form may be found here:

<https://admin.schoolinfoapp.com/appcontent/1905/formviewer/37203?safeld=d093f943a5e440a78dc28a2e07685ae7>

Parents should also notify their advisor of any of the following changes:

- *Student Name (legal documentation required)*
- *Legal Guardian (legal documentation required)*
- *New Address (proof of residence required)*
- *Move in Date*
- *Phone Number*
- *Shipping/mailing address*

Ohio Virtual Academy asks all returning families to verify their home address in our system during re-registration and throughout the school year. Residency Records will be reviewed on a monthly basis throughout the year. All returning families are required to submit a new proof of residency document annually (via our online form) as well. These documents must be dated no earlier than July 1st of the current year.

If the address on file is different from the current address being submitted, a change of address request via our website is required. Proof of residency must comply with OHVA’s Proof of Residency Guidelines.

6. McKinney-Vento Homeless Assistance Act: Changed the location of public notice of rights from the OHVA Enrollment Office to the OHVA Website.
7. On or around page 22 of the handbook, the following policy shall be added:

Military Families

The Ohio Virtual Academy works closely with the Stride Enrollment Team to identify, immediately enroll, and educate students who are identified as military connected students. Self-reported military families are reviewed on a weekly basis from enrollment by the Military Education Coordinator. Outreach is provided to families to obtain general information and assess any compliance/documentation needs. Students will be enrolled immediately, and OHVA works in tandem with enrollment and the Military Interstate Children’s Compact Commission to secure



documents as needed. In addition, the Military Education Coordinator offers ongoing training for staff in regards to the identification and service of military connected students. For questions or more info, please contact Heidi Ragar, Military Education Coordinator at hragar@K12.com

8. Materials and Technology policy: Changed to specify that the agreement for the Use of Instructional Property is contained with the Enrollment Verification Form. The following paragraph shall be added at the end of the policy:

Families are responsible for maintaining the school-issued hardware for daily schooling needs. In the event of computer/tech or broken equipment issues, the parent should contact K12 Tech Support at 866-K12-CARE immediately. It is the parent's responsibility to ensure the student continues to have daily access to the school learning platform.
9. Internet Service Provider (ISP) Supplement policy
 - a. Changed the fifth paragraph to state that the address on the billing statement for purposes of the ISP supplement must match either the address on file for the student or for the Learning Coach, if the student does not reside with the Learning Coach.
 - b. Updated the email address for questions regarding the ISP Supplement.
10. Advanced Learners: Changed language in the third sentence from "are encouraged" to "may be eligible" with reference to student participation in OHVA activities, such as National Honor Society.
11. 3-5 Engagement Policy: Removed specified number of tests provided for Formative Interim Assessments.
12. Attendance Frequently Asked Questions: The following two questions shall be added:
 9. ***Do I need a doctor's excuse if my child is sick or misses school?*** In general you do not need to provide a doctor's note if your child misses a day of school. Please notify your student's advisor if your student is ill. Your student will need to make up any missed work and attendance time when they are feeling better. Written physician's statements may be required to verify extended or repeated illness.
 10. ***When do absences become a concern for truancy?*** When a student reaches 30 consecutive missing hours or misses 42 cumulative hours in a month they are considered truant per Ohio attendance laws. At this point OHVA will notify you of your student being habitually truant. At this point your student would be eligible to be put on an Absence Intervention Plan (AIP) and supported by our Absence Intervention Team (AIT) which consists of your Advisor and an Attendance Compliancy Officer. Continued absences of 72 consecutive missing hours will result in a withdrawal from OHVA consistent with Ohio law. Per Board Policy, students who are withdrawn from OHVA due to truancy cannot re-enroll for a period of two full school years, unless otherwise required by law.
13. Class Connect policy: The following sentence shall be added at the end of the policy: "Learning Coaches may inquire about their student's academic achievement and ask for additional information about Asynchronous or Synchronous Learning Paths at any time."
14. Class Connect Web Cam Usage for Students and Families: The second sentence shall be updated to read as follows: OHVA strongly recommends students utilize the webcam during sessions.
15. Crisis Support policy: Changed the name of the crisis support team to "family resource team."
16. Mid-Year Course Advancements policy
 - a. Changed grade levels from K-4 to K-1 for possible mid-year course advancements.
 - b. The following sentence shall be added to the first paragraph: "[Grades 2-3 can be approved for advancement in the first semester of the school year.](#)"



-
- c. Changed grade levels for which no mid-year course advancements are available from 5-8 to 4-8.
 17. NHS/NJS policy: Removed number of students in the programs, because they fluctuate, and changed the timing of the induction ceremony from December to “the fall.”
 18. Physical Education policy: Removed second paragraph of policy, which had provided recommended hours for students in grades 6-8.
 19. Attendance, Engagement, and Truancy policy
 - a. Changed title of attendance and truancy policy to “OHVA Attendance, Engagement, and Truancy” policy
 - b. Removed second paragraph of Re-Entry Policy, which addressed enrollment of withdrawn students into other schools, and updated the legal reference from the House Bill number to the Revised Code section.
 - c. Changed referral to the Absence Intervention Team (AIT) to be permissive, rather than mandatory, prior to automatic withdrawal for truancy reasons.
 20. USA Test Prep changed to Progress Learning in the former USA Test Prep policy and whenever else referenced in the handbook.
 21. Special Education policy:
 - a. In the third paragraph, added that Administrators will “respond to email/phone communications” to support the IEP team.
 - b. In the last paragraph, added School Psychologists, Behavior Specialists, and Special Education Social Emotional Counselors to list of in-house staff.
 22. Face to Face Required Activities policy:
 - a. Replaced sentence requiring parents to document participation of F2F activities not on the ClassConnect schedule on a particular form with the following sentence: “Parents should register the student for school activities using the student’s ID#.”
 - b. Added the following sentence at the end of the first paragraph: “The OHVA Student Code of Conduct and positive behavior expectations apply to any school activity, whether in person or online.”
 23. On or around page 52 of the handbook, the following policy statement shall be added:

Student Travel and Trips

Opportunities for student travel may be presented during the school year. Please refer to Appendix K to view the OHVA Travel and Trips Policy in its entirety.
 24. OHVA Boosters policy
 - a. Removed reference to processing Box Tops and Learning Coach IDs in the third paragraph.
 - b. Provided different link to find out more about becoming involved in Boosters at the end of the policy.
 25. OHVA Learning Coach Academy policy: The policy shall be replaced in its entirety with the following new language:

The [OHVA Learning Coach Academy](#) (LC Academy) will help you “Grow to Guide” your student effectively in the school-specific program through asynchronous learning modules designed for parents and Learning Coaches like you. You will become knowledgeable about Ohio Virtual Academy, and confident in your important role.



The LC Academy provides training resources to help you and your student make the transition to online learning and thrive within our school community. As parents/Learning Coaches progress through the learning modules, they become knowledgeable about the school programs, policies, strategies for instruction, and parent leadership. Participants receive special school reward items for their accomplishments.

26. Plagiarism policy: The following paragraph shall be added as the second paragraph:

The use of Artificial Intelligence “chatbots” (i.e. ChatGPT) within education can fall under the school plagiarism policy. However, it is also a tool that continues to change the educational landscape. To that end, OHVA will attempt to help students understand acceptable and appropriate use of these tools through academic integrity lessons.
27. Career Technical Education (CTE) Program: Marketing Program and Business Administrative Services Program removed from Business Career Cluster and Logistics and Supply Chain Management Program added. Finance Career Cluster added.
28. Grade Point Average policy: Added the phrase “unless high school credit courses were taken during middle school” to the second sentence regarding calculating cumulative GPA.
29. Criteria for Diploma with Honors: Combined SAT score uses as an honors diploma criterion changed from 1210 to 1280.
30. Policy regarding Graduation Requirements for the Class of 2020 shall be removed in its entirety.
31. College Credit Plus policy: Changed limits to college credits such that a student may take up to 30 college credits per academic year, which includes OHVA courses, or up to 120 college credits total, which does not include OHVA courses.
32. Appendix B – Middlebury Interactive Languages. Added grade range of grades 3-8 to the title.
33. Appendix D – Graduation Seals – Community Service Seal.
 - a. Clarified that community service may not be performed for a family member or for-profit organizations, except hospital or veterinary clinic.
 - b. Added blood donation to list of service ideas and provided a website link for virtual community service opportunities.
 - c. Clarified that the student may not receive a salary or other money (as opposed to any compensation) for the service.
 - d. Added language requesting students verify the opportunity as a non-profit using the state charitable registration website prior to logging hours.
 - e. Added the following sentence to the first seal requirement: *“If the organization does not meet the guidelines of a non-profit organization, hours will not count.”*
 - f. Changed required hours from 60 hours of Community Service to 10 hours.
 - g. Added the following requirement regarding blood donation: *“For the Blood Donation option, students may earn the community service seal by donating blood two times. Students cannot be paid for the donation, and the student must provide the blood donation documentation.”*
 - h. Added the following sentence to requirement that students return completed log sheets by May 1 of the current school year: *“Hours are cumulative and will count if additional school years are necessary to complete the 10 hour requirement.”*
 - i. Removed requirement that non-profit organization must confirm hours by providing a signed letter on letterhead.
 - j. Removed Community Service Reflection Questions from Log Form.



34. Appendix D – Graduation Seals – Fine Arts Seal

- a. Removed requirement that students complete 60 hours of field study/skill-based work in addition to earning two Fine Arts credits.
- b. Changed requirements that students complete 120 hours of field study/skill based work if they have only earned one Fine Arts credit to the requirement that they complete some field study or experience that is outside of and does not include projects completed for high school coursework. Requires that the experience must be supervised by a qualified advisory who is not a family member.
- c. Changed requirement that the student’s advisor approve the field study/experience in advance to a strong suggestion. Added sentence that experiences that do not meet the guidelines do not count.
- d. Removed requirements related to logging hours for field study/experience.
- e. Added sentence clarifying that the field study/experience may be completed any time during 9th through 12th grades.
- f. Added the following sentence at the end: “All transfer courses or hours accumulated at a previous school are subject to School Counselor review and may need Administrator approval.”
- g. Adjusted the Fine and Performing Arts Seal form to reflect the above changes.
- h. Changed Portfolio requirement that teacher/director/supervisor provide a letter to the requirement that the student obtain signatures
- i. Made minor adjustments to the length of theatre and dance recordings.

35. Appendix D – Graduation Seals – Student Engagement Seal

- a. Changed requirements for seal to either two years/seasons of participation in a club, sport, or activity or one year/season of participation in two clubs, sports, or activities.
- b. Added school-sanctioned sport to examples of qualifying activities.
- c. Added the following sentence: “If you are involved in an activity that does not fall within the guidelines above, please reach out to your counselor for further consideration.”
- d. Removed paragraph regarding obtaining approval and logging activity hours.
- e. Adjusted the participation verification form to reflect the above changes.

36. Appendix E – EL Manual: Appendix P to the Manual– Interpreter Request Form – shall be removed and the remaining Appendices to the EL manual re-lettered.

37. Appendix G – Academic Prevention and Intervention Policy:

- a. The Third Grade Reading Guarantee section of the policy shall be replaced in its entirety with the following language:

D. Third Grade Reading Guarantee Policy

OHVA 3rd Grade Guarantee – K-2 Planning and Interventions

All K-1st grade students are given the K12 Phonics and LA curriculum and Reading Eggs. All 2nd grade students are given the K12 ELA curriculum and RAZ Kids. All K-2 students are assessed using the AIMSweb+ Benchmark Assessment three times per year: fall, winter and spring. If a student scores below target they are:

- Placed within the K12 phonics curriculum according to their ability level
- Placed within a small group class connect session according to their ability
- Given school psychologist approved interventions



- AIMSweb progress monitored regularly (ideally weekly) to see if academic growth is taking place.
- Reading Improvement and Monitoring Plan (RIMP) is put in place to create a plan for interventions and skills mastery.
- Reading Eggs for K-2. Reports will be pulled and analyzed on a weekly basis and will help direct the small group and 1:1 instruction.

OHVA 3rd Grade Guarantee Plan

- OHVA will assess the reading skills of each student in 3rd grade by administering NWEA/MAP Reading Assessment by September 30 of each school year and identify students reading below the state determined target level.
- OHVA will inform parents immediately (via email) if the student is performing below grade-level and has been identified as 'not on track' based on initial diagnostic testing and 3rd grade fall reading OAA
 - OHVA will inform parent of the student's reading deficiency
 - Describe the current services provided to the student
 - Describe the proposed supplemental services and supports to be provided and expectations of interventions provided by ELA teacher
 - Send Putting Reading First to Parents of 3rd grade students
 - Explain that the student may be retained in third grade if the student scores below the State Board's specified cut score on the third grade reading achievement assessment.
- OHVA will provide intensive, explicit, and systematic reading instruction that is research-based. The Reading Improvement and Monitoring Plan for each student identified as reading below grade level will be approved by the principal and placed in the student file and provided to the parent. The Reading Improvement and Monitoring Plan will be completed within 60 days of identifying student as "not on track". The RIMP will include the following:
 - Identify the student's specific reading deficiencies
 - Describe the additional instructional support that will be provided to remediate the student's deficiencies
 - Continued Progress Monitoring using NWEA/MAP for 3rd grade students that are at risk or have been retained in Grade 3. NWEA/MAP is an adaptive web- based assessment that provides the framework for Response to Intervention and multi-tiered instruction.
 - Scheduled interventions with teacher driven by research-based progress monitoring data.
 - Mindplay and RAZ Kids will be offered as a supplemental program for students reading below grade level in grade 3.
 - Instruction based in the three-cueing system.
 - Placement with a highly qualified reading teacher.
 - OHVA will provide a reading curriculum during regular school hours that provides scientifically based and reliable assessments and provides initial and ongoing analysis of each student's reading progress – Embark, LA/Phonics K, LA/Phonics 1, LA/Phonics 2, ELA 2, or ELA 3.
 - Each student will be placed with a reading Teacher who either has received a passing score on a rigorous test of principles of scientifically based reading instruction or has a reading endorsement on the teacher's license.



Reading Improvement and Monitoring Plan (EOY Requirements) – 3rd grade student placed in Grade 4

- For each student that did not meet the expected score on the 3rd grade Spring Reading OST, but placed in grade 4, the RIMP will be revised to include:
 - Provide intense remediation services until the student can demonstrate an on-track diagnosis score at grade level.
 - Reading Improvement and Monitoring Plan will include, but is not limited to: Weekly small group targeted reading instruction, increased progress monitoring, placed on a class list with fewer students.

Approved outside service providers (also included on the RIMP):

- Reading Eggs
- AIMS Web
- RAZ Kids
- Mindplay
- iSupport which is an in-house remediation program

Tracking and reporting the data to ODE:

Teachers in grades K-3 will collect and store data for –

- K – Reading AIMSweb (completed by September 30 or by 30 days after enrollment)
- 1 – Reading AIMSweb (completed by September 30 or by 30 days after enrollment)
- 2 – Reading AIMSweb (completed by September 30 or by 30 days after enrollment)
- 3 – NWEA/MAP Diagnostic (completed by September 30 or by 30 days after enrollment)

Results will be reported to ODE by OHVA's EMIS coordinator. Results will include score and the rating of 'on track' and 'not on track'.

For each student not on track, interventions will be reported by the EMIS coordinator at the end of the year. Interventions are also included on the RIMP and may include, but not limited to:

- Supplemental Program: Reading Eggs, AIMSweb, Mindplay, RAZ Kids
- Small group instruction
- Reduced teacher-student ratios
- Frequent Progress Monitoring
- 1:1support from an in-house source iSupport
- 1:1 intervention with teacher
- Interventions designed around the three-cueing system
- Fluency Practice
- 90 minute reading block

38. The following OHVA Travel and Trips policy shall be added as Appendix K to the Handbook:

OHVA Travel and Trips Policy

PURPOSE

The objectives of this policy are to: (1) establish requirements for student travel and trips to ensure the safety and well-being of students and chaperones; and (2) establish a uniform set of procedures that govern the travel approval process.

POLICY

I. Definitions

Chaperone: Chaperones are assigned to a trip by OHVA to assist with the supervision of student behavior and group activities. Chaperones may include certified teachers, educational support



personnel, or parents or other volunteers. Chaperones must be at least 21 years old and clear the state required background check.

Educational trips: Educational trips are designed (1) to provide students with knowledge and experiences to supplement their curriculum or (2) to provide enrichment experiences. Educational trips that supplement the curriculum include, but are not limited to, visiting museums and zoos and going to theater productions, business/industry tours, cultural exhibits, and nature centers. Educational trips that provide enrichment experiences include, but are not limited to, trips outside the borders of the U.S. or trips that are part of an extracurricular activity. Educational trips fall into one of the following four categories which determine the applicable trip requirements:

Category 1 Trip Trips outside the borders of the U.S or its territories

Category 2 Trip Trips within the U.S. that may include an overnight stay

Category 3 Trip One-day field trips

Category 4 Trip Interscholastic competitions

Non-educational trips: Non-educational trips are trips that have little or no educational value. They include, but are not limited to, trips to amusement parks and/or recreational facilities.

School Trip Supervisor: A School Trip Supervisor is a certified teacher/staff designated by the Head of School to be the lead chaperone on a Category 1 or 2 trip and the point of contact for OHVA while on the trip.

II. General Requirements

- A. Educational Travel – All travel and trips must be approved by the OHVA Head of School or Designee.
- B. Permission Slips and Release Forms – OHVA shall verify that there is a signed parent or guardian permission slip for each participating student and, when applicable, a signed release form for each participating student and for each participating adult chaperone. The school shall retain originals of each of the permission slips and release forms.
- C. Funds Disbursement – Funds, including deposits, shall not be collected from students or disbursed by OHVA prior to receiving approval from the Head of School.
- D. Contract Review - OHVA must follow the applicable Board Rules when entering into contracts.
- E. Scheduling -
 1. Scheduling Restrictions.
 - a. OHVA reserves the right to restrict certain dates for travel within the calendar.
 2. Scheduling Summer Trips - Trips may be scheduled during the summer.
- F. Supervision – All trips must have OHVA staff as chaperones.
- G. Right to Rescind – OHVA retains the right to rescind approval of trips when, in their judgment, circumstances may jeopardize the safety of students and chaperones.
- H. Student participants – Only enrolled students are eligible to participate in a student trip. Students are subject to the Student Code of Conduct while participating in a student trip. OHVA may refuse to allow a student to participate in any trip, consistent with the travel guidelines, so long as the student is not denied participation solely due to a disability. A student/parent may appeal the decision to deny a student’s participation to the Head of School, who shall make the final determination.



Accommodations shall also be provided to transgender and gender non-binary students, as well as students questioning their gender identity, regardless of whether the student is consistently asserting a particular gender identity at school. These accommodations shall be assessed on a case-by-case basis and in a manner consistent with OHVA's Diversity and Inclusion policy.

- I. Approval – Approval requirements and timelines are determined by the trip category. All trips must be approved before the date of travel and the disbursement of funds.
- J. Student rooming arrangements for OHVA travel will be set by OHVA staff prior to travel. Room accommodations may vary depending on the specific trip and the room capacity set by the lodging location. All students/families will be provided details on rooming and accommodation options prior to the trip.

III. Supervision

- A. The principal must identify trip chaperones to accompany students in a ratio of at least one (1) adult to every ten (10) students. At least one chaperone must be a certified teacher/staff employee.
- B. Trip supervision must require all participants to uphold the policies within the OHVA Handbook and code of conduct.
- C. OHVA is responsible for verifying and complying with the chaperone requirements of the facility or event being visited. If the facility or event requires a smaller chaperone ratio than this policy requires, the principal must appoint additional chaperones.

IV. Costs and Fees

Parental Notice - OHVA is responsible for providing a written description of all costs of the trip to students and parents before accepting students for the trip.

V. Students with Disabilities

Students with disabilities shall not be denied participation in a student trip solely based on their disability. These students may require additional staff and accommodations, which must be provided in accordance with the student's Individualized Education Program or Section 504 Plan at no additional cost to the student or parent/guardian.

BE IT FURTHER RESOLVED that the Board of Trustees of OHVA acknowledges that both the Academic Prevention and Intervention Policy and Career Advising Policy were reviewed, and revised as appropriate, as part of the annual comprehensive review of this student handbook.

Discussion: Ms. Vassar confirmed she reviewed the changes and the summary included with the resolution identifies all substantial changes. Mr. Wilkinson explained that adding a travel policy was appropriate due to a number of upcoming trips in order to set expectations for travel arrangements. Dr. Stewart noted there have been more trips in part because of CTE competitions and contests. Mr. Wilkinson highlighted updates to the plagiarism policy related to ChatGPT and to the graduation seals requirements to make the requirements more consistent with those of other schools.



Moved: Arndt

Seconded: Moeller

Vote: Arndt
 Davenport
 Humbert
 Lippens
 Lochbihler
 Moeller
 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"/>

c. Employee Handbook changes

Motion IX: Resolution regarding the 2023-2024 Employee Handbook

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the following changes to the OHVA Employee Handbook, which shall be effective as of August 1, 2023, as recommended by the Head of School:

1. Changed pronouns to be gender neutral throughout the Handbook.
2. Pay Days policy: The normal pay period was updated to run from Sunday through Saturday, rather than Saturday through Friday.
3. Request for Time Off policy: The process for requesting time off was updated to require employees to submit requests via email to their manager, rather than through the HRIS system, and to enter the time off appropriately on their time sheets. Mentions of the RTO form elsewhere in the handbook were accordingly also removed.
4. Lunch & Break Period: Added language prohibiting employees from working without authorization during an unpaid meal break.
5. Bereavement Leave: Increased potential paid bereavement leave to five business days.
6. FMLA Policy: Clarified that sick time does not accrue during any *unpaid* portion of the FMLA leave, rather than at any point during the leave.
7. Meal Reimbursement Policy: Added requirement that receipts be dated for meal reimbursements.
8. The Home Office Expenses reimbursement policy shall be replaced in its entirety by the following policy:

Home Office Expenses

Each teacher is provided a home office supply budget reimbursable up to \$100 per school year. Printer ink/toner and printer/copy paper are not included as part of this budget. Office supplies are considered to be disposable items such as pens, pencils, post-its, paper clips, staples, etc. Additionally, the supply budget can be used for virtual instructional tools and subscriptions, provided the expenses do not exceed the \$100 limit and are approved by an Administrator prior to purchase. Written approval should be attached to the expense upon submission. If you are unsure if an item is appropriate and reimbursable, check with the school’s operations manager prior to purchasing the item. The home office supply budget cannot be used to purchase student incentives or prizes. Please consult with your administrator on the availability of incentives that can be used.

- Printer ink/toner should be ordered through EriInk. Contact information can be found on SharePoint.
- Paper is reimbursable up to \$7.00 per ream.



- All expenses should be submitted via the Abacus system. No hardcopy expense reports will be accepted unless authorized by the school Treasurer.
- Office supplies must be purchased on a separate receipt and restricted to items appropriate for home office expenses.
 - Personal items should not be included on these receipts. Mixed receipts (personal and work related) will not be accepted. Please remember, for audit purposes, ITEMIZED RECEIPTS are always required for reimbursement. A credit card receipt listing the total purchase price is not sufficient for reimbursement and will not be accepted under any circumstances.
- Computer related accessories such as flash drives, headsets, microphones, and the like are generally not reimbursable as office supplies. If the need arises for computer accessories, you should contact the school’s technology manager for approval prior to purchase. A maximum reimbursement of \$25 will be issued for replacement of headsets.
- Expense reports must be submitted within 45 calendar days of the incurred expenses
 - Purchases going back more than 45 calendar days will not be reimbursed.
 - All school year expenses must be submitted by June 15th or as otherwise announced to be eligible for reimbursement.

9. Internet Reimbursement policy: The following two bullet points were added to the policy:

- All statements for the quarter should be included in a single submission with the dates of service indicated in the notes.
- OHVA reserves the right to question any submission where internet costs are excessive or exploit the reimbursement policy. Such submissions may be partially reimbursed or denied.

The Head of School shall be responsible for making sure all employees are aware of the changes to the Employee Handbook.

Discussion: Ms. Vassar confirmed she reviewed all proposed changes and the summary in the resolution contains all substantial changes. Dr. Stewart noted most of the changes are minor clarifications based on business practices and to provide additional information for employees. Dr. Stewart requested the Board approve an increase in bereavement leave from three consecutive days to five (non-consecutive) business days. Ms. Dorner commented that permitting non-consecutive days might result in abuse of the policy. Dr. Stewart indicated she would monitor use and bring to the Board if any issues or concerns arise and seek a revision of the policy.

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



d. Designated Fiscal Officer

Motion X: Resolution regarding Designated Fiscal Officer

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby designates Dawn Cummings as the Designated Fiscal Officer of Ohio Virtual Academy, also known as the School Treasurer, for FY24 beginning July 1, 2023 in accordance with ORC 3314.011(A). Ms. Cummings, who is employed by K12 Services (an affiliate of K12 Virtual Schools LLC), shall remain bonded and licensed under ORC 3301.074 as required by Ohio law and shall meet no less than annually with the Board to review the school’s financial status. Further resolving and pursuant to ORC 3314.011(D)(1), the Board of Trustees of OHVA hereby waives the requirement set forth in ORC 3314.011(A) requiring Ms. Cummings to be employed by or under contract with the governing authority of OHVA. This waiver shall only be effective upon the approval of this resolution by the Ohio Council of Community Schools. The Head of School shall seek the approval of the Ohio Council of Community Schools as soon as practicable. If approval is not received, the Head of School shall immediately notify the Board President. If approval is received, the Head of School shall take the necessary steps to submit this resolution, as approved, to the Ohio Department of Education as required by ORC 3314.011(D)(3).

Discussion: D. Stewart reported the Board is required to annually designate its fiscal officer and determine whether such individual will be employed by the Board or a third party.

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

8. Other

a. Lease Amendment update

Ms. Dorner reported the lease amendment was completed and had been signed. Dr. Stewart noted the move was now complete.

b. K12 Extension update

Ms. Dorner reported Mr. Vasquez signed the extension agreement but a fully-executed agreement had not yet been received from K12’s General Counsel.

9. Upcoming Event Dates and Communications

a. Board Meeting

Mr. Vasquez reminded everyone the next Board meeting will be held on June 13, 2023.



b. Graduation: June 4, 2023, 1:00 PM at the Celeste Center in Columbus

Mr. Wilkinson provided parking passes for any Board member who was planning on attending graduation.

Having no further business, Mr. Vasquez adjourned the meeting at 4:01 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%