



Board of Trustees

Minutes of Regular Board Meeting

December 13, 2016

Our Approach: Student-centric. Innovative.

Our People: Passionate. Engaged.

Our Students: Inspired. Empowered. Educated.

1. **President Matt Norton called the meeting to order at 2:04 p.m.**
2. **Roll Call/Guests:**

	Board Members	Present	Absent	Participating by Phone	Time of Arrival After Call to Order
1	Kelly Arndt – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Adam Davenport – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	David Kalman – Board Vice President	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Gina Lopez – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Jacob Moeller – Board Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Matt Norton – Board President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Ron Simon – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Stephen Vasquez – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Sarah Zimmerman – Board Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Lenny Schafer – OCCS Ex Officio Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Also in attendance were: Senior Head of School Dr. Kristin Stewart; Operations Manager Dan Zawisza; School Finance Manager Regina Krotzer; School Data and Accountability Manager Courtney Rahe; potential new Board members Jennifer Wise and Susan Lippens; Board Legal Counsel Renisa Dorner as well as members of the K12 administrative team.

3. **Public Participation on Agenda Items:** None.
4. **Public Participation on Non-Agenda Items:** None.
5. **Minutes of the Regular Meeting of October 18, 2016** were approved as written, following a motion by Ron Simon; seconded by Sarah Zimmerman and unanimously affirmed by those present.
6. **Prospective Board Member Introductions**

Motion I: Resolution regarding appointment of new Board Members

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby appoints Susan Lippens, Jennifer Wise and Jason Levine to serve as Board Members on the Ohio Virtual Academy Board of Trustees for a three-year term effective immediately, as recommended by the HR Committee. Ms. Lippens and Ms. Wise have been approved by the Charter Sponsor. Mr. Levine’s appointment is subject to the approval of the Charter Sponsor.



Discussion: Mr. Norton introduced two prospective Board members, Susan Lippens and Jennifer Wise, who were in attendance. Mr. Norton reported that the Board process for the review and acceptance of Board members had been conducted through the Governance Committee and Human Resources Committee. In addition to Ms. Wise and Ms. Lippens, these committees also reviewed and approved recommending the appointment of Jason Levine as a new Board member. Ms. Lippens is the Academic Dean at Stautzenberger College while Ms. Wise is an OHVA parent with a son in 8th grade. Mr. Levine is a local attorney and would be attending the Board meeting late due to a prior scheduling conflict.

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

7. Personnel / Staff Development

a. HR Committee Report

Mr. Davenport indicated there were very few changes to staff and therefore, there was no designated committee meeting other than the Head of School contacted him directly.

b. New hire / resignations

Motion II: Resolution regarding employee hiring

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

STAFF MEMBER	TITLE	START DATE
Zabinski, Stacy	Intervention Specialist	10/17/16
Clancy, Caseylin	Intervention Specialist	10/17/16

Discussion: Dr. Stewart explained the school continues to look for Intervention Specialists due to the increase in the percentage of special education needs of enrolling students. Based upon current enrollment, Dr. Stewart does not foresee any need to reduce staff at this time.

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



Motion III: Resolution regarding employee resignations

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby rejects the resignation of Carly Stewart as recommended by the Head of School and the HR Committee.

STAFF MEMBER	TITLE	RESIGNATION DATE
Stewart, Carly	Intervention Specialist	11/18/16

Discussion: Dr. Stewart explained Ms. Stewart decided to leave the teaching profession and go into nursing. Because she is resigning from her position mid-year, she will not be permitted to be rehired and she will be reported to the Ohio Department of Education for breaking her contract.

Moved: Lopez **Seconded:** Zimmerman **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"/>
Simon	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"/>
Zimmerman	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

8. Operations

a. Head of School Report

Dr. Stewart presented a five page report, reviewing the current status of the school including current enrollment at 9,123. Dr. Stewart reported withdrawals continue, as do enrollments, but the withdrawals are mostly recently enrolled students. While the special education population is increasing, the Title I funding based on free or reduced lunch eligibility is decreasing. Dr. Stewart explained the engagement levels and how engagement is evaluated by teachers. Mr. Norton asked if the engagement levels are available per grade. Dr. Stewart responded she can pull data to review the engagement levels for each grade. Dr. Stewart reported administration is evaluating why new students are withdrawing and if it has anything to do with the amount of time it took to enroll, whether they were engaged, whether they were referred to the FAST Team, did they attend orientation, etc. OHVA uses a FAST Team known as the Family Academic Success Team as well as Family Success Liaisons to develop Back on Track (BOT) plans for students who are struggling. OHVA deems 105 hours of accumulated absence as being truant. Dr. Stewart added the fall dance was successfully as 144 students were in attendance. Ms. Lopez added her daughter attended the dance and found many new friends at the dance.

b. Advanced Overview

By letter dated December 3, 2016, OHVA continues with its accreditation for the next five years. Accreditation included a review of numerous documents as well as recordings of teachers teaching various lessons and included over 77 standards that needed to be met. The accreditation team talked to parents, students, teachers, administrators, graduates, board members, etc. The accreditation was without any recommendation of any needed changes and that during the accreditation process, comments were made regarding the quality of the teachers as well as the passion of the staff.



c. Value Added Review

Dr. Stewart presented a PowerPoint presentation regarding the grades on the report card concerning value added. The Performance Index is determined by how many students get what grade on the state test. For example, students receiving “limited” would be multiplied by .25 points while students receiving advanced would be multiplied by 1.5 points. The value-added component is determined by using 75% of the performance index and 25% of the indicators being met. We have never received an F in performance index. If the state was only to evaluate students who have been with OHVA for 2+ years, OHVA’s rating would be a “C.” The mobility rate is determined when 35% or more students are new students. While the mobility rate will be taken into account, it will not be reported on the report card. The two grades that hurt OHVA’s report card this last year were 5th grade and 8th grade. Also, many of the students struggled with the writing. Ms. Lopez asked if there was a way to add keyboarding as a class so students could become better at typing their answers. Students may have written great answers but they couldn’t get it all typed in during the timeframe allotted. Dr. Stewart indicated they will be sending out the free resources available for keyboarding to all middle school parents and students. Dr. Stewart also conducted a math summit with the strongest math teachers. These teachers looked at every question that has been publicly released in order to evaluate how best to address the type of question.

Dr. Stewart played a video of an OHVA student, Grant Flick, who performs all over the state playing his violin. OHVA offers an educational option for many non-traditional students. Dr. Stewart reported on her meeting with the Ohio Department of Education regarding the full-time equivalency manual which requires 920 hours of academic hours. ODE is pleased with how OHVA has been addressing full-time equivalency. E-schools do not get paid for attendance hours that are excused such as for illness, like other public schools. Also, if a senior needs only one class to graduate, the school will not receive full credit for that senior.

d. Semi-Annual Bullying Report

Dr. Stewart reported one incident on November 9 in which a student felt bullied during a ClassConnect session. Upon investigation, it was determined another student engaged in inappropriate conduct was prevented from attending live ClassConnect sessions for 10 days. However, the student was able to listen to recordings of these sessions and not miss any schoolwork. The student was also prevented from attending the fall dance.

e. Middle School Laptops

K12 will begin to swap out all desktops in the middle school for laptops during the first week of January 2017. K12 will cover all costs for reclamation. There will be no financial change regarding the cost for the laptops for the remainder of the year according to Ms. Krotzer.

9. Compliance

a. OCCS Update

ECOT continues to take a scorched earth approach regarding its lawsuit against the Ohio Department of Education and now has even included attacks on Connections Academy, Ohio Virtual Academy and Insight School of Ohio. OCCS held an Online Learning Day in November at the state house with nearly half of the families in attendance coming from OHVA. Dr. Stewart and Mr. Schafer both indicated they are taking the high road and working hard to build relationships. In May 2015, allegations were made against OHVA concerning enrollment and



truancy. OCCS completed an audit of OHVA in July 2015 and found no substantial issues or concerns. In March 2016, the state auditor's office came out to do the same exact audit. After three days, they sent a bill for the audit which has since been paid by OHVA. However, the auditor's office has never sent the results of the audit despite many requests being made by OHVA representatives. Recently, the auditor's office has indicated that they are unable to complete the audit due to changes by ODE and will therefore refund all amounts paid by OHVA for the audit. There appears to be a disconnect between the Ohio Department of Education and the auditor's officer regarding the FTE standards. Upon learning the audit would not be completed, a meeting was scheduled for Mr. Norton to meet with the State Auditor. After further consideration, Mr. Norton indicated it was decided the meeting would be cancelled as it would not serve to benefit OHVA. Mr. Vasquez expressed concern of Mr. Norton attending a meeting with the state auditor as the President of the Board of Trustees when the Board does not have a collective understanding of what position to take with respect to the issue. Mr. Vasquez expressed some concerns about hearing about these types of activities after the fact. Ms. Zimmerman expressed agreement. Mr. Norton asked Mr. Schafer to send all emails that he normally sends to just Mr. Norton to all OHVA Board members. Mr. Schafer agreed to do so. Mr. Norton reported that he currently has a meeting scheduled in January with State Representative Andrew Brenner who is the head of the education committee in the House of Representatives. Ms. Arndt reminded everyone there is a Board policy requesting Board members to forward communications from the media to the Board President. Mr. Schafer congratulated the school on having its accreditation renewed. He also thanked Ron Simon for his many years of service on the OHVA Board. OAPCS is closing at the end of the 2016 so there will no longer be a statewide association regarding charter public schools which is an issue given the fact that this is a budget year.

b. Government Affairs Report

Andrew Minton, by phone, indicated he expects it to be very quiet legislatively through mid-January. Mr. Norton asked if the sponsor rating system would be reviewed by the General Assembly. Mr. Minton expressed belief that there will be an effort to change the sponsor rating system. Mr. Schafer added that OCCS has had some good meetings on the topic. Ms. Zimmerman asked if the appointment of the new U.S. Secretary of Education will have a foreseeable effect on OHVA. Mr. Minton indicated he believes charters will remain at status quo. However, he does see the potential for more vouchers but at this point, it's somewhat of a mystery as to the new administration's agenda.

[Jason Levine entered meeting at 4:05 p.m.]

Mr. Norton introduced Mr. Levine as one of the new Board members. At that point in time, all individuals in attendance were asked to introduce themselves for the benefit of all of the new Board members.

c. Parent/Student Handbook Updates

Motion IV: Resolution regarding Parent/Student Handbook updates

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the updates to the Parent/Student Handbook as presented by the Senior Head of School, a copy attached hereto.



Discussion: Dr. Stewart indicated ODE’s legal counsel suggested references in policies requiring attendance daily and work daily would be an issue if an enrollment audit is conducted. Often students may work ahead when they know they have to work or have other commitments and they don’t have daily attendance. Therefore, the parent handbook policies needed to be updated concerning not requiring daily attendance but rather regular attendance. Also, a new provision was added whereby parents or students who are belligerent on the phone will now be required to communicate in writing to staff members. Dr. Stewart indicated there are too many situations where this has arisen.

Moved: Zimmerman **Seconded:** Lopez **Vote:**

Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Levine	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lippens	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Simon	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"/>
Zimmerman	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

d. Meeting with Representative Andrew Brenner

Mr. Norton explained the situation involving him getting scheduled for a meeting with Representative Brenner for January 10. Mr. Norton commented he intended to explain how OHVA has a very responsible Board and has passed every audit. Also he wanted to discuss his concerns regarding the report card matrix not accurately reflecting the mobility in e-schools. Mr. Brenner is the author of a 600+ page education bill being introduced in the General Assembly. Mr. Norton asked if there was any additional issues that any of the Board members wished to discuss as he would be happy to discuss those with Mr. Brenner during the meeting.

10. Finance/Audit Oversight Committee

Mr. Moeller indicated that the good news is that there is nothing to report of any concerns in the financial or audit areas. Ms. Krotzer reviewed the eight page financial report showing the amount in previous forecasts and budgets is decreasing by 102 and 162 students respectively.

a. Procurement Policy

Motion V: Resolution regarding Procurement Policy

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

Discussion: Ms. Krotzer indicated there was some concern with ODE regarding the procurement policy and revisions were needed. Legal counsel has reviewed and made revisions as well. Ms. Krotzer indicated the revisions in the policy do change the day-to-day way in which OHVA has been doing business.

Moved: Zimmerman **Seconded:** Arndt **Vote:**

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



Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Simon	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"/>
Zimmerman	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

b. Bank Reconciliation

Motion VI: Resolution regarding filing 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 2016 as recommended by the School Treasurer and reviewed by the Audit and Financial Oversight Committee.

Discussion: Mr. Moeller has confirmed he had an opportunity to review the bank reconciliations for October and November 2016 and they 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"/>
Levine	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lippens	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Simon	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"/>
Zimmerman	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

11. Review D & O Policy

Ms. Krotzer indicated nothing has changed regarding the D&O coverage.

12. Review Insurance Policies

This was placed on the Board calendar but there is nothing to review at this point in time.

13. Other Updates

a. K12 Contract Committee Report

Mr. Norton indicated the Committee is reviewing our redlined version of the existing contract as that has been deemed the most appropriate way to proceed to amend the existing contract. Mr. Moeller asked when the other Board members would receive a copy of the redlined version. Mr. Norton indicated as soon as Mr. Vasquez, Ms. Arndt and Mr. Norton have agreed the changes are finalized, it would be sent to all Board members.

b. Board Retreat

Mr. Norton reported the date of January 23 appears to be the most appropriate date to have the Board Retreat. The facilitator is expected to be Jamie Calendar.



c. Ron Simon's Retirement

Mr. Norton and Ms. Arndt presented a gift to Mr. Simon for his 8 years of service to the OHVA Board. Mr. Simon stated he was asked to serve by the Head of School and was proud to be a member of the Board. He believes the Board makes decisions for the benefit of the school and the kids. He recommends all Board members visit K12, the school operator.

Mr. Norton adjourned the meeting at 5:05 p.m. with a reminder the next meeting of the Board is on February 21, 2017.