



**OHVA Board of Trustees Meeting**  
February 20, 2024 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 2:03 PM.**
2. **Roll Call/Guests:**

	1	Board Members	Present	Absent	Time of Arrival After Call to Order
1		Kelly Arndt – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2		Bruce Boerst – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3		Adam Davenport – Board Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4		Patty Humbert - Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5		Susan Lippens – Board Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6		Ben Lochbihler – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7		Gina Lopez – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8		Jacob Moeller – Board Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2:11p.m.
9		Matt Norton – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10		Stephen Vasquez – Board President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11		OCCS Ex-Officio Representative – Kristin Katakis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Also in attendance were: K12 Senior Head of School Dr. Kristin Stewart; K12 Director of Academics Kyle Wilkinson; K12 Senior Operations Manager Emily Rogers; K12 Manager of School Compliance and Ops Tiffany Porter; K12 Finance Manager and OHVA Designated Fiscal Officer Dawn Cummings; Special Programs Manager Johna McClure; Manager of People Experience Juanita Brandon; and OHVA Legal Counsel David M. Smigelski. Various members of K12 Administrative Team were also in attendance.

3. **Public Participation on Agenda Items:** None.
4. **Public Participation on Non-Agenda Items:** None.
5. **Approval of Minutes of the Regular Meeting of December 12, 2023**

Mr. Norton moved to approve the meeting minutes of December 12, 2023. Adam Davenport seconded to approve. Minutes were unanimously approved by those Board members present.



---

## 6. Legislative Update from Stephen Nielson

Mr. Nielson provided the legislative update. Mr. Nielson discussed Senate Bill 168 which is OTES/State assembly for online technology. The bill is currently in the House Committee and expected to proceed in April.

## 7. Operations:

### a. **Head of School Report:** Dr. Stewart addressed the board members regarding the

Head of School report.

#### i. **Safety Discussion:**

Dr. Stewart discussed safety staff training. Dr. Stewart discussed safety as it relates to Erin's law and dating violence. Mr. Norton inquired as to the amount of safety training required. Dr. Stewart stated that the requirement is 4-5 days.

### b. **Academic Report:**

Kyle Wilkinson presented the Academic Report.

i. **Staff Evaluation Overview:** Assistant Principals Peggy Landers, Lacy Miliken, Lacy Jones, and Christina Day, Andie, and Carla Delaman presented the staff evaluation overview. Ms. Vasquez inquired regarding development and how long staff are allowed to continue in developing status. Ms. Landers stated that PIP would be implemented at least once. She further explained that walkthroughs in virtual classroom would be implemented and at least two peer observations would take place. Mr. Norton then asked if the teachers are aware of evaluation during walkthrough and whether the evaluation is public. Ms. Lander affirmed that teachers are aware of the evaluation and that the evaluations are public.

ii. **Mid-Year Progress (growth):** Kyle Wilkinson discussed statistics utilized for monitoring trends and areas of concern.



### iii. Full-time Kindergarten (motion)

#### Motion I: Resolution regarding Full-Time Kindergarten

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves a move from the current part-time Kindergarten program to a full-time Kindergarten program, beginning in the 2024-2025 school year.

**Discussion:** Kyle Wilkinson discussed five reasons to provide full time kindergarten at OHVA based on Science of Reading research. Mr. Wilkenson stated that this change would result in increased funding. He furthered that the only additional cost associated with this change is the addition of one science class. Mr. Wilkenson recommended that the school would still have to offer a half-time program. Mr. Wilkenson noted that only 13 percent of students come into kindergarten with pre-school. Mr. Wilkenson also noted that there would be more time with students.

Ms. Lopez commented that it would be good to have the option of both full day and half day kindergarten.

Mr. Norton inquired as to the presence of more learning coaches being necessary with a change from part-time kindergarten to full-time kindergarten for the 2024-2025 school year, considering that kindergarteners can't sit that long. Mr. Norton further inquired as to EMIS reporting, to which Ms. Rogers stated she would check on reporting full-time versus part-time hours.

**Moved:** Gina    **Seconded:** Susan

<b>Vote:</b> Arndt	Y <input type="checkbox"/>	N <input type="checkbox"/>
Boerst	Y <input 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 type="checkbox"/>	N <input type="checkbox"/>
Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

#### c. Operations Report

i. **Residency Verification Update:** Emily Rogers presented.

d. **Special Programs Report:** Johna McClure presented that there are 2,754 students in the special education growth program. The stride audit was performed on 10 percent of the files and it was found that 14.27/15 exceeds. Ms. McClure further presented that the progress report shows progress on 94% towards IEP goal for the fiscal year 2023-2024. The team highlights, as presented by Ms. McClure, provided that there were 179 students taking part in OELPA testing. The presentation also provided that there is a family engagement event on March 21 from 5pm to 9pm. Ms. McClure also provided a speech services update. Ms. McClure also discussed a parent complaint.



**8. Benefits Discussion with Hylant:** Michelle Willard presented on the topic of insurance benefits. Michelle discussed the insurance costs being \$19,560 per EE. She further stated that there is a large claims analysis of \$1. Million in larger claims. Michelle also discussed the bench marking summary. Michelle also presented on the OHVA Wellness Program. The EAP Year in review provided that the EAP program is available to all household member and employees of OHVA and that current utilization of the program is 148 total interactions, which is up from the prior 78. The top issues year to date, as found by EAP, are anxiety, depression, family issues, grief and loss, and emotional. It was also presented that the current cost of the EAP program is \$1.49 PEPM. Additional health insurance information will be disseminated prior to the next Board meeting.

**9. Finance:**

- a. Bank reconciliation (December and January) (motion)

**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 months of December 2023 and January 2024 as recommended by the School Treasurer.

**Discussion:** Mr. Moeller confirmed he had an opportunity to review the bank reconciliations for December 2023 and January 2024 as presented by the School Treasurer and they appeared appropriate.

<b>Moved:</b> Moeller	<b>Seconded:</b> Norton	<b>Vote:</b> Arndt	Y <input type="checkbox"/>	N <input type="checkbox"/>
		Boerst	Y <input 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 type="checkbox"/>	N <input type="checkbox"/>
		Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

- b. **ESSR Update:** Dr. Stewart presented the ESSR update.



**10. Personnel/Staff Development:**

**a. Employee Hiring (motion)**

**Motion III: Resolution regarding approval of Employment Agreements**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the OHVA Employment Agreements of the following individuals as recommended by the Head of School:

Employee Name (Last Suffix, First MI)	Job Title	Last Hire Date
Hatch, Audra F.	Teacher Middle School	01/08/2024
Hertenstein, Seth M.	Teacher Middle School	01/08/2024

**Discussion:** Dr. Stewart discussed the employment additions of Audra Hatch and Seth Hertenstein.

**Moved:** Davenport

**Seconded:** Moeller

**Vote:**

Arndt

Y

N

Boerst

Y

N

Davenport

Y

N

Humbert

Y

N

Lippens

Y

N

Lochbihler

Y

N

Lopez

Y

N

Moeller

Y

N

Norton

Y

N

Vasquez

Y

N



**b. Employee Resignations (motion)**

**Motion IV: Resolution regarding employee resignations**

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

Employee Name (Last Suffix, First MI)	Job Title	Termination Date
Byerly, Joellen	Teacher Instruct Support	01/12/2024

**BE IT FURTHER RESOLVED THAT** the Board of Trustees of OHVA hereby rejects the resignations of the individuals listed below who have abandoned their positions at OHVA as of the termination dates indicated below as recommended by the Head of School:

Employee Name (Last Suffix, First MI)	Job Title	Termination Date
Keller, Myra J.	Intervention Specialist	01/12/2024
Taylor, Molly J.	Intervention Specialist	01/05/2024
Rogers, Annette M.	Transition Svcs Liaison	01/05/2024
Love, Kayla	Intervention Spec 3-5	02/02/2024

**Discussion:** Dr. Stewart discussed the employee resignations of individuals whom abandoned their positions at OHVA.

<b>Moved:</b> Norton	<b>Seconded:</b> Lopez	<b>Vote:</b> Arndt	Y <input type="checkbox"/>	N <input type="checkbox"/>
		Boerst	Y <input 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 type="checkbox"/>	N <input type="checkbox"/>
		Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

**11. Compliance:**

- a. **OCCS Monthly Report:** Ms. Katakis reviewed a three-page Board Brief which included legislative updates and compliance requirements for the fiscal year. Ms. Katakis discussed Ohio’s recently established Governor’s Merit Scholarship which



provides up to \$5,000 per year in financial assistance to high school seniors who are in the top 5% of their class.

**b. Health and Safety Review (motion)**

**Motion V: Resolution regarding Review of Health and Safety Policies**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby directs the Head of School to periodically review the policies and procedures of the Board to ensure students, employees, and other persons using the school building are safe from any known hazards in the building or on the building grounds that, in the judgment of the Head of School, pose an immediate risk to health or safety. The Head of School shall further ensure that the policies and procedures of the Board comply with all federal laws and regulations regarding health and safety applicable to school buildings. It is recognized by the Board that the school building occupied by OHVA is leased primarily for administrative purposes and not for the instruction, training or extracurricular activities of OHVA students which is essentially conducted on-line. Notwithstanding, the Head of School shall immediately bring to the attention of the Board if any health or safety concerns arise. The OHVA Board periodically reviews its policies concerning the health and safety related to the school building and based on the recommendation of the Head of School, has determined that no changes are needed at this time.

**Discussion:** Dr. Stewart reviewed the School’s healthy and safety policy.

<b>Moved:</b> Moeller	<b>Seconded:</b> Lippens	<b>Vote:</b> Arndt	Y <input type="checkbox"/>	N <input type="checkbox"/>
		Boerst	Y <input 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 type="checkbox"/>	N <input type="checkbox"/>
		Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

**c. 2025-2026 School Calendar (motion)**

**Motion VI: Resolution regarding 2025-2026 School Year Calendar**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the 2025-2026 School Year Calendar, a copy of which is attached hereto, as recommended by the Head of School.



**Discussion:** Mr. Wilkenson presented the 2025-2026 School Year Calendar.

<b>Moved:</b> Davenport	<b>Seconded:</b> Norton	<b>Vote:</b> Arndt	Y <input type="checkbox"/>	N <input type="checkbox"/>
		Boerst	Y <input 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 type="checkbox"/>	N <input type="checkbox"/>
		Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

**d. AI Policy (motion)**

**Motion VII: Resolution regarding the AI Policy**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the AI Policy, a copy of which is attached hereto, as recommended by the Head of School.

**Discussion:** Mr. Wilkinson presented the schools AI Policy. Mr. Vasquez made comments regarding AI usage and potential issues with unchecked usage.

<b>Moved:</b> Lippens	<b>Seconded:</b> Lopez	<b>Vote:</b> Arndt	Y <input type="checkbox"/>	N <input type="checkbox"/>
		Boerst	Y <input 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 type="checkbox"/>	N <input type="checkbox"/>
		Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

**12. Other Updates: (none)**

**13. Executive session (none)**

**14. Upcoming event dates and communications:**





---

Board Meetings  
April 16, 2024  
May 21, 2024  
June 11, 2024

Graduation: June 2, 2024, at 1:00 p.m. at the Celeste Center in Columbus

Having no further business, Mr. Vasquez adjourned the meeting at 4:35 p.m.

674441

# **OHVA's Artificial Intelligence Acceptable Use Policy (AI-AUP)**

---

## **Introduction**

Rapidly evolving Artificial Intelligence (AI) Technology presents a broad use for education but also a significant risk to the school's privacy, security, and reputation of educational/business operations. In its current state, even unskilled users can utilize powerful AI engines to create malicious code, forge content through unethical means, and mimic identities.

All AI Technology must be formally reviewed and approved as described in this document.

## **Risk of Public AI**

Generative Artificial Intelligence (GenAI, GAI, or Machine Learning) trains itself on user input, and that input is sometimes utilized to create output using algorithms. Confidential or personal data used as input on Generative AI Technology can present the risk of retaining that data and producing it as output for other users. Public AI is available to users throughout the world and may, at any time, reproduce data inputs as output. There is also an inherent risk of AI Technology falling victim to a cyberattack, exposing data in the AI's storage, including any confidential or personal data.

## **Acceptable Use**

The use of Artificial Intelligence (AI) is governed by this document, which supplements OHVA's existing Acceptable Use Policy. AI presents a unique risk to the organization due to the capabilities and current state of the technology. For additional information regarding general acceptable use requirements and restrictions, please reference OHVA's Acceptable Use Policy, which can be located within the Employee Handbook.

Examples of Acceptable Use with a strong business/educational use are:

- For general-knowledge questions meant to enhance your understanding of a work-related topic
- To brainstorm ideas related to projects you are working on
- To create formulas for Excel spreadsheets or similar programs
- To develop or debug code, to be verified before deployment
- To draft an email or letter
- To summarize online research or to create outlines for content projects to assist in full coverage of a topic. Only content written by employees may be included in a final product.

All use is subject to approval by OHVA's Head of School or designee, after a thorough risk assessment of the proposed use.

## **Prohibited Use**

OHVA is especially sensitive in nature where student data and other personally identifiable data are concerned. Therefore, OHVA has established a broad list of prohibited uses of AI Technology.

Prohibited use includes:

- Any use that violates OHVA's current policies/regulations (i.e., FERPA, etc.) is banned.

- Any use that may expose or put at risk OHVA's confidential, or sensitive data is explicitly prohibited.
- *This includes utilizing such data as input for Generative Artificial Intelligence (GenAI or GAI), chatbots, editing purposes, or any other utilization that requires the employee or user to submit data.*
- Users are prohibited from attempting to access, modify, or manipulate AI systems or data beyond their authorized privileges.
- AI Technologies must not be used for malicious purposes, including but not limited to hacking, spreading malware, or conducting illegal activities.
- Users are prohibited from creating or deploying AI systems that intentionally deceive or mislead individuals, such as deepfake technologies used for fraudulent purposes.
- Failing to properly cite an AI chatbot when used as a resource is a violation of Acceptable Use and may result in disciplinary action.

## **Employee Responsibilities**

Proper usage of Artificial Intelligence Technology includes various responsibilities that the user of the technology must observe. These responsibilities include, but are not limited to:

- Any content produced via Generative AI must be labeled or footnoted as containing Generative AI information by the employee generating the content.

- Users of AI tools are responsible for properly citing and reviewing all outputs formulated by an AI tool. Any output inclusive of the following data or information types must be appropriately cited:
- Intellectual property, proprietary or trade secret information
- Personal information
- Confidential information
- Licensed information
- Trademarked, copyrighted or patented information
- Employees will receive and must complete training on AI ethics, responsible AI use, and the organization's policies related to AI Technologies.
- Employees must review any communications sent regarding AI and direct all questions to their management team for clarification.

## **Citation of AI**

When using a product generated fully or in part by AI, employees must provide a footnote or label the content with the following information.

- "Artificial Intelligence was used in creation of this \_\_\_\_\_" (document, product, file, video, etc...)

- Employees should also include the AI Tool used and date created in the citation.

## **Risk Review and Approvals**

AI is a rapidly evolving technology that requires all employees to use it in a manner associated with this policy.

- Any requests for use of new AI tools should be reviewed and approved by OHVA's Head of School or designee.
- All approved use of AI tools is ultimately subject to the discretion of OHVA's Head of School or designee.

## **Policy Enforcement**

Any violation of this policy will result in disciplinary action, up to and including termination.

# OHVA School Calendar 2025-2026

Aug. 2025							Sept. 2025							Oct. 2025							Nov. 2025							
S	M	T	W	Th	F	St	S	M	T	W	Th	F	St	S	M	T	W	Th	F	St	S	M	T	W	Th	F	St	
					1	2		1	2	3	4	5	6				1	2	3	4							1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	
31						10						21						22	30						17			
Dec. 2025							Jan. 2026							Feb. 2026							Mar. 2026							
S	M	T	W	Th	F	St	S	M	T	W	Th	F	St	S	M	T	W	Th	F	St	S	M	T	W	Th	F	St	
	1	2	3	4	5	6					1	2	3									1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
28	29	30	31				25	26	27	28	29	30	31	22	23	24	25	26	27	28	29	30	31					
					15						19						18						17					
Apr. 2026							May 2026							Jun. 2026														
S	M	T	W	Th	F	St	S	M	T	W	Th	F	St	S	M	T	W	Th	F	St								
			1	2	3	4						1	2		1	2	3	4	5	6								
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13								
12	13	14	15	16	17	18	10	11	12	13	14	15	16															
19	20	21	22	23	24	25	17	18	19	20	21	22	23															
26	27	28	29	30			24	25	26	27	28	29	30															
					21	31						20						0						180				

Holidays-Teachers Not Available	
Labor Day	Monday, September 1, 2025
Fall Break	Friday, October 10, 2025
Thanksgiving Vacation	November 26-28, 2025
Winter Vacation	December 22-Jan 4, 2026
Martin Luther King Day	Monday, January 19, 2026

Full Staff	Other Important Dates	
	First Day of School	August 18, 2025
	End of Quarter 1	October 24, 2025
	End of Semester 1	January 9, 2026
	End of Quarter 3	March 20, 2026
	Last Day of School	May 29, 2026

Ohio State Testing	
Grade 3-Reading	TBD
Grades 10-12 Fall EOC	TBD
Grades 3-8 Spring	TBD
Grades 9-12 Spring	TBD

Presidents' Day Extended	Feb 13-16, 2026
Spring Vacation	March 23-27, 2026
Family Day	Friday, April 3, 2026
Memorial Day	Monday, May 25, 2026
High School Graduation - TBD- May 31?	

<b>High School Semester Exams</b>
Jan 5-9 (1st Semester)
May 26-29 (2nd Semester)

Fall Make-up OGT	As Scheduled
------------------	--------------

KRA	Same as 3rd Gr AIR
-----	--------------------

Calendar based on 180