



OHVA Board of Trustees Meeting

February 19, 2019 at 2:00 p.m.

Our Approach: Student-centric, Innovative

Our People: Passionate, Engaged

Our Students: Inspired, Empowered, Educated

1. Board President Matt Norton called the meeting to order at 2:02 PM

2. Roll Call/Guests:

| | Board Members | Present | Absent | Time of Arrival After Call to Order |
|----|---|-------------------------------------|-------------------------------------|-------------------------------------|
| 1 | Kelly Arndt – Member | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 2 | Adam Davenport – Board Vice President | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 3 | Jason Levine – Member | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 4 | Susan Lippens – Member | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 5 | Ben Lochbihler – Member | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 6 | Gina Lopez – Member | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 7 | David Kalman – Member | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 8 | Jacob Moeller – Board Treasurer | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 9 | Matt Norton – Board President | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 10 | Tiaunna Richardson – Member | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 11 | Stephen Vasquez – Member | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 12 | Jennifer Wise – Board Secretary | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 13 | Sarah Zimmerman-Thornhill – Member | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 14 | OCCS Ex-Officio Representative Lisa Burke | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

Also in attendance were: K12 Senior Head of School Dr. Kristin Stewart; K12 Senior VP, Northern Region Darren Reed; K12 Operations Manager Emily Rogers; K12 School Treasurer and OHVA Designated Fiscal Officer Kate Diu; K12 Northern Region Finance Director Kelly Warnke; K12 Assistant Academic Administrator Allison Bentley; K12 Human Resources Business Partner Carole Arman; Board Legal Counsel Renisa Dorner as well as various members of the K12 administrative team.

3. Public Participation on Agenda Items: None

4. Public Participation on Non-Agenda Items: None

Jacob Moeller and Sarah Zimmerman-Thornhill joined the meeting.

5. Approval of Minutes of the Regular Meeting of December 11, 2018



Mr. Norton confirmed minutes of the December 2018 meeting were provided in advance to all Board members. Ms. Wise moved to approve the minutes as written, Ms. Lopez seconded, and all present were in favor.

6. Approval of Minutes of the Special Meeting of January 28, 2019

Mr. Norton confirmed minutes of the Special Meeting were provided in advance to all Board members. Mr. Levine moved to approve the minutes as written, Ms. Richardson seconded, and all present were in favor.

Susan Lippens joined the meeting.

7. Finance:

a. Audit / Finance Committee Report

OHVA's Designated Fiscal Officer Kate Diu reported that the 2018 audit has been completed. There were no adjustments required and no management letter was received.

b. Review budget

Ms. Diu reviewed the full year forecast as compared to the full year budget. Currently, the deficit prior to K12 service credits is \$7.3 million. Questions were raised with respect to making a comparison of funding charter schools, specifically OHVA, gets in relationship to other public schools in the state. Dr. Stewart indicated she would provide at the next meeting. Ms. Burke stated OCCS was also reviewing the differences between funding provided to charter schools.

c. Bank reconciliation

Motion I: 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 2018 and January 2019 as recommended by the School Treasurer and reviewed by the Audit and Financial Oversight Committee.

Discussion: Mr. Moeller confirmed he had an opportunity to review the bank reconciliations for the months of December 2018 and January 2019 and they appeared appropriate.

Moved: Moeller **Seconded:** Norton

| | | |
|------------------------|---------------------------------------|----------------------------|
| Vote: Davenport | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Kalman | 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"/> |
| Lochbihler | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Lopez | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Moeller | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Norton | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Richardson | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Vasquez | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Wise | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |



Zimmerman-Thornhill Y N

d. Automated Reimbursement Program

Ms. Diu offered a PowerPoint presentation regarding use of a new system for the tracking of reimbursement expenses. Ms. Diu explained the use of this new software system would make it more efficient for the OHVA staff to submit their requests for reimbursement especially as it pertains to mileage and other expenses during testing season. Ms. Dorner explained the contract between OHVA and K12 requires K12 provide administrative services including the management of all expenses such as requests for reimbursement by OHVA employees. K12 is permitted to use any method in fulfilling their obligations under the OHVA/K12 contract and that this new software system should be a K12 expense, rather than an OHVA expense. Mr. Vasquez commented that items, such as this, are too often brought before the Board for consideration with a sense of urgency. As no motion was made or seconded, Mr. Norton indicated this matter would be tabled. K12 can proceed with the new software system as presented but at K12's expense.

e. Check signer

Motion II: Resolution regarding amending signatory authority

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby amends its Resolution Regarding Signatory Authority passed on June 15, 2015 to include the additional K12 position of OHVA Operations Manager as an individual authorized and granted signature authority for the checking account at Huntington Bank to pay operating expenses and other debts.

Discussion: Dr. Stewart explained many checks require two signatures and Ms. Diu is currently serving in two of the three positions granted signature authority. Mr. Moeller saw no issue in extending authority to this position so long as there remains separation between the expenditure and the granting of the payment of the expenditure.

Moved: Zimmerman-Thornhill **Seconded:** Lochbihler **Vote:**

| | | |
|---------------------|---------------------------------------|----------------------------|
| Davenport | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Kalman | 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"/> |
| Lochbihler | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Lopez | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Moeller | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Norton | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Richardson | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Vasquez | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Wise | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Zimmerman-Thornhill | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |

8. Personnel/Staff Development:



- a. HR Committee Report
 - i. New hire/resignations

Motion III: Resolution regarding employee hiring

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

| Employee Name (Last Suffix, First MI) | Job | Last Hire Date |
|---------------------------------------|--------------------------|----------------|
| Barry, Elizabeth A. | Advisor | 01/28/2019 |
| Bowers, Amy B. | Intervention Specialist | 01/14/2019 |
| Boyer, Jennifer S. | Advisor | 01/07/2019 |
| Fahrenholz, Tricia R. | Advisor | 01/28/2019 |
| Gideon, Jocelyn R. | Teacher HS | 01/22/2019 |
| Herzer-Absi, Tami L. | Teacher HS | 01/09/2019 |
| Livingston, Jennifer K. | Advisor | 12/17/2018 |
| Loudenslager, Heather L. | Intervention Specialist | 01/07/2019 |
| Price-Mullins, Meredith K. | Teacher HS | 01/28/2019 |
| Schiavone, Jaimee L. | At Risk Serv RTI Coordin | 01/28/2019 |
| Taylor, Molly J. | Intervention Specialist | 01/07/2019 |
| Twigg, Jennifer M. | Intervention Specialist | 01/28/2019 |
| Urbas, Stacey L. | Teacher Middle School | 01/22/2019 |
| Wise, Kelly M. | Advisor | 12/17/2018 |
| Zavatsky, Jennifer M. | Teacher Middle School | 01/22/2019 |

Discussion: Dr. Stewart explained the new hires are due to enrollment at this time. OHVA still needs intervention specialists.

Moved: Davenport **Seconded:** Zimmerman-Thornhill

Vote:

| | | |
|---------------------|---------------------------------------|----------------------------|
| Davenport | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Kalman | 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"/> |
| Lochbihler | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Lopez | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Moeller | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Norton | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Richardson | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Vasquez | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Wise | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Zimmerman-Thornhill | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |

Motion IV: Resolution regarding employee resignations



BE IT RESOLVED THAT the Board of Trustees of OHVA hereby accepts the resignations of Holly Galberaith on January 5, 2019, Tracy Higgins on January 29, 2019 and Christina Pagan on January 22, 2019 based upon the unique circumstances presented by these individuals. As recommended by the Head of School and reviewed with the HR Committee, the Board of Trustees of OHVA hereby rejects the resignation of Kelly Hoover, who is deemed to have abandoned her position at OHVA as of January 5, 2019.

Discussion: Dr. Stewart indicated she didn't feel comfortable denying resignations based on the reasons being given by the 3 individuals. There were two individuals who didn't even make it through the training before resigning. Further evaluation is being made with respect to the recruitment of new employees and clearly establishing the expectations as an OHVA employee.

| | | | | |
|--------------------|--------------------------|------------------------|---------------------------------------|----------------------------|
| Moved: Wise | Seconded: Moeller | Vote: Davenport | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| | | Kalman | 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"/> |
| | | Lochbihler | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| | | Lopez | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| | | Moeller | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| | | Norton | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| | | Richardson | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| | | Vasquez | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| | | Wise | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| | | Zimmerman-Thornhill | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |

9. Operations:

a. Academic Committee Review

Ms. Zimmerman-Thornhill explained the Academic Committee had been researching strategies to be implemented in order to gain the results being expected. Discussion centered on increasing the orientation requirements so there is a complete understanding of the expectations for both the learning coaches and the students prior to enrollment. Dr. Stewart expressed concerns of parent commitment especially with an online model.

b. Head of School Academic Report

A presentation regarding OHVA's use of The 7 Mindsets Program was offered. The 7 Mindsets include:

- (1) Everything is possible.
- (2) Passion first.
- (3) We are connected.
- (4) 100% Accountable.
- (5) Attitude of gratitude.
- (6) Live to give.
- (7) The time is now.



The program is being offered to OHVA students in the high school and middle school and will be extended to the elementary school.

Dr. Stewart reported enrollment is 15,108 with 57% of students qualifying for free and reduced lunch. Approximately 250 teachers have been with OHVA for five or more years. OHVA enjoys a 98% retention rate of its teachers/staff.

c. Safety and Health Report

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 has periodically reviewed its policies concerning the health and safety related to the school building and finds that no changes are needed at this time.

Discussion: Dr. Stewart indicated OHVA has presented its emergency management plan to law enforcement. Ms. Rogers explained the emergency management plan is contained within a binder and maintained in her office. The testing coordinator goes through the emergency management plan with all testing site individuals. Mr. Davenport asked if law enforcement made any suggestions or changes. Ms. Rogers indicated the sheriff offered active shooter training.

Moved: Zimmerman-Thornhill **Seconded:** Richardson **Vote:**

| | | |
|---------------------|---------------------------------------|----------------------------|
| Davenport | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Kalman | 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"/> |
| Lochbihler | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Lopez | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Moeller | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Norton | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Richardson | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Vasquez | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Wise | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Zimmerman-Thornhill | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |

d. Calendar 2019-21

Motion VI: Resolution regarding School Calendars for 2019-2020 and 2020-2021

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the School Calendars for 2019-2020 and 2020-2021 as presented by the Head of School, and attached hereto.



Discussion: Dr. Stewart indicated families were often asking for advance knowledge of what the school calendar would look like in the future. So, she put together a calendar not only for next school year, but the following year as well.

Moved: Lopez

Seconded: Kalman

Vote:

| | | |
|---------------------|---------------------------------------|----------------------------|
| Davenport | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Kalman | 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"/> |
| Lochbihler | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Lopez | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Moeller | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Norton | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Richardson | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Vasquez | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Wise | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |
| Zimmerman-Thornhill | Y <input checked="" type="checkbox"/> | N <input type="checkbox"/> |

e. Building Discussion

Dr. Stewart explained there is no additional space at the current location. Due to the growth of the school, OHVA is actively seeking additional space. Ms. Dorner confirmed the current lease will expire as of June 30, 2020. OHVA has a six-month notice period under its current lease.

10. Compliance:

a. OCCS Monthly Report

Ms. Burke indicated OCCS is offering a new scholarship for virtual school students and the deadline for application is May 10, 2019. OHVA had a comprehensive compliancy visit and everything looked great. Professional development reports are being uploaded in order to accurately report all training being offered and provided. There have only been a few complaints dealing with transcripts and a parent whose child had attended a different e-school previously and was having difficulty adjusting. Ms. Burke remarked OCCS is proceeding with updating charter contracts in order to address concerns expressed by ODE. Ms. Dorner will review the requested changes with the governance committee in order to gain all information necessary prior to bringing it to the Board for final review and approval at the April meeting.

The next meeting is April 16, 2019.

Vasquez moved for adjournment, Lippens seconded, all present were in favor.