



# OHVA Board of Trustees Meeting

December 11, 2018 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 checked="" type="checkbox"/>	<input type="checkbox"/>	
2	David Kalman – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Stephen Vasquez – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Matt Norton – Board President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Sarah Zimmerman-Thornhill – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2:15
6	Adam Davenport – Board Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Jacob Moeller – Board Treasurer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2:10
8	Gina Lopez- Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Jason Levine-Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10	Jennifer Wise- Board Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Susan Lippens-Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12	Tiaunna Richardson-Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13	Ben Lochbihler-Member	<input checked="" type="checkbox"/>	<input 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 School 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**

**5. Approval of Minutes of the Regular Meeting of October 16, 2018**



Mr. Norton confirmed minutes of the October 2018 meeting were provided in advance to all Board members. Mr. Norton asked if any modifications, changes, or corrections were necessary, but none were expressed. Ms. Wise moved to approve the minutes as written, Ms. Arndt seconded, and all were in favor.

**Non-Agenda Item:**

**Ms. Zimmerman-Thornhill and Mr. Moeller arrived during the following presentation.**

Dr. Stewart introduced three National Honor Society students along with their advisor OHVA teacher Amy Gillis. The students prepared a short video explaining the purpose of the Impact Academy in which NHS students support their peers both academically and socially. Board members asked questions of the students following the video. The students presented their thoughts regarding how Impact Academy helped their peers, especially newer students to OHVA.

Dr. Stewart then introduced OHVA iSupport teacher, Angela Morris, to present the functions and success of iSupport at the school. iSupport is the tutoring component of the services offered by OHVA. Ms. Morris explained iSupport is data driven and presented the increased achievements by grade band. Of 647 students that received iSupport services 51% of those students re-tested and 80% of the tested students improved their scores. Mrs. Morris also mentioned expanding an enrichment program.

**6. Personnel/Staff Development:**

- a. HR Committee Report
- b. New hire/resignations (3 motions)

**Motion I: *Resolution regarding employee hiring***

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

Employee Name (Last Suffix, First MI)	Job	Hire Date
Ake, Benjamin J.	Teacher HS	10/29/2018
Bintz, Kimberly G.	Teacher HS	11/12/2018
Brubaker, Amber N.	Teacher HS	11/19/2018
Foley, Brian J.	Teacher HS	11/5/2018
Germann, Eric D.	Intervention Specialist	11/12/2018
Gramley, Marc J.	Teacher HS	10/22/2018
Grow, Andrea L.	Intervention Specialist	11/26/2018
Hassenzahl, Kelly E.	Advisor	11/19/2018
Houk Moore, Annie M.	Guidance Counselor	10/29/2018
Hull-Card, Pamela E.	Teacher Elementary School	10/22/2018
Jennings, Jessica R.	Teacher Elementary School	10/29/2018
Kloepfer, Mackenzie E.	Guidance Counselor	11/12/2018
Little, Christine D.	Intervention Specialist	11/19/2018
Nicholson, Ashley C.	Intervention Specialist	10/29/2018



Pagan, Christina M.	Advisor	11/19/2018
Parrill, Renee E.	Teacher HS	11/12/2018
Richey, Rebekah L.	Intervention Specialist	11/12/2018
Rittenhouse, Shelly	Teacher HS	12/3/2018
Schultheis, Erin D.	Advisor	11/26/2018
Scott, Denise A.	Eng Lang Learner Teacher	10/29/2018
Shaffer, Stephanie A.	Intervention Specialist	10/29/2018
Smith, Christy M.	Advisor	11/19/2018
Sphar, Charity L.	Intervention Specialist	11/5/2018
Terry, Dustin C.	Intervention Specialist	10/29/2018
Thompson, Jennifer L.	Teacher HS	10/29/2018
Trapp, Brittany C.	Teacher Middle School	11/19/2018
Wetherbee, Cheryl D.	Teacher HS	11/19/2018
Willgohs, Erin M.	Teacher Elementary School	10/29/2018

Discussion: Dr. Stewart confirmed all new hires are based on need due to the growth of enrollment. Dr. Stewart also indicated OHVA is still in need of six Intervention Specialists, 3 high school teachers and 2 CTE teachers.

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

Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Kalman	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 II: Resolution regarding employee resignations**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby accepts the resignations of the following individuals as recommended by the Head of School and reviewed with the HR Committee.

Employee Name (Last Suffix, First MI)	Job	Termination Date
Fortney, Kristy L.	Intervention Specialist	11/16/2018
Williams, Daniela E.	Intervention Specialist	10/22/2018
Wymer, Mindy L.	Intervention Specialist	11/9/2018



Discussion: Dr. Stewart explained these individuals provided acceptable reasons for seeking to resign from their positions. Ms. Zimmerman-Thornhill asked how many students have IEPs to which Dr. Stewart replied over 2,600. 1,500 IEPs were written between August and October 2018.

**Moved:** Zimmerman-Thornhill **Seconded:** Lopez

**Vote:**

Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Kalman	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 III: Resolution regarding approval of resignation and Waiver of Paragraph 7.04**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the resignation of Eric Walker, effective immediately to allow him to accept an administrative position with K12, Inc. Further, the Board of Trustees of OHVA hereby waives the application of Paragraph 7.04 entitled Non-Solicitation of the Third Amended and Restated Educational Products and Administrative & Technology Services Agreement between OHVA and K12 Virtual Schools LLC to allow Eric Walker to be employed by K12, Inc. as an OHVA Compliance Liaison. This waiver is revoked if K12 employs this individual in a position other than the one specifically listed.

Discussion: Dr. Stewart explained Eric Walker is currently in an Advisor role and has applied to become a truancy officer working for K12. Dr. Stewart requested the Board accept his resignation and allow K12 to hire him in the role of OHVA Compliance Liaison. .

**Moved:** Lopez **Seconded:** Richardson

**Vote:**

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



## 7. Compliance:

### a. OCCS Update

- Lisa Burke confirmed the OCCS Board has approved the appointment of Ms. Richardson and Mr. Lochbihler to the OHVA Board and will be providing confirmation within the week.
- OCCS has a new public relations person who is requesting stories, events, etc. and Suzie Ebie has her information.
- Board Brief – OCCS has been rated effective as a charter sponsor.
- Only a few complaints have been received since the last Board meeting and these related to records requests and the suspension of enrollment.
- OHVA presented the structure of the school and best practices to help OCCS improve their understanding and oversight of e-schools.
- OCCS conducted an FTE audit and no issues are expected.
- Governing Board training will follow the meeting.
- The OHVA Board retreat will be in January 2019.
- Ms. Burke indicated the annual progress report shows that OHVA would be recommended for renewal if this was a renewal year.

### b. Open Meetings review – Training will provided following Board meeting.

## 8. Operations:

### a. Head of School Report

- Academic Report
- Academic review

Dr. Stewart presented the Board with a 10 page Head of School Report. She also discussed the pre-audit review conducted by ODE on 12/10. A full FTE audit will be conducted in June. Approximately 100 files will be reviewed in depth concerning attendance, compliance, etc. The full audit could include approximately 1,000 files.

Enrollment numbers should increase during the second semester as the enrollment suspension for Middle School and High School expires. Dr. Stewart also discussed enrollment statistics, free and reduced lunch, enrollment trends, staffing and Give a Boost. OHVA supports 122 homeless families.

## 9. Finance:

### a. Audit and Financial Oversight Committee

OHVA's Designated Fiscal Officer Kate Diu presented new format for the financial presentation. Ms. Diu reported the Auditor of State is in the process of reviewing FY 2018 financial data. The audit report should be complete by 1/31/2019. SERS and STRS conducted an audit of OHVA which concluded without findings. Finance is decreasing the number of enrollments in the budget, updating Special Education category funding and increasing the testing budget due to the number of students needing to re-test. Also, OHVA is no longer using independent contractors to provide Intervention Specialist services, so the line item for contractor services will decrease. In turn, OHVA will hire employees and more cost will be experienced



with OHVA employees as opposed to contractors. OHVA is expecting \$ 8.3 million in federal grant money.

b. Bank Reconciliation (October and November Approval) (motion)

**Motion IV: Resolution regarding filing of the Bank Reconciliations**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the filing of the bank reconciliations for the months of October and November 2018 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 October and November 2018 and they appeared appropriate.

**Moved:** Arndt **Seconded:** Vasquez

**Vote:**

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

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

- a. Board – February 19, 2019
- b. Committees
  - a) Academic – March (2:30 pm)
  - b) HR –February 12th (2:00 pm)
  - c) Audit/Financial Oversight – 2<sup>nd</sup> Wednesday of each month (4:00 pm)
  - d) Governance - February (10:00 am)
- c. Board Retreat **January 28<sup>th</sup>** at the Hilton Garden Inn, Perrysburg 8:30-2:30

With no further business to discuss, Mr. Norton adjourned the meeting at 3:55 p.m.