



Board of Trustees

Minutes of Regular Board Meeting

May 8, 2018

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 p.m.**

2. **Roll Call/Guests:**

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

Also in attendance were: K12 Senior Head of School Dr. Kristin Stewart; K12 Operations Manager Emily Rogers; K12 School Treasurer Kate Diu; K12 Senior VP, Northern Region Jennifer Sims; K12 Central Region Academic Data Analyst Allison Bentley; K12 HR Business Partner Myrna Taylor; K12 National Director of Special Programs Jenny Kendall; K12 Principal Debbie Wotring; K12 HR Business Partner Lori Medeiros by telephone; and Board Legal Counsel Renisa Dorner.

3. **Public Participation on Agenda Items:** None.

4. **Public Participation on Non-Agenda Items:** None.

5. Minutes of the Regular Meeting of April 10, 2018 were approved as written upon motion by Mr. Davenport and seconded by Mr. Vasquez, and approved by all in attendance.

6. **Finance**

a. **Audit and Financial Oversight Committee Report**

Mr. Moeller gave a summary of the information acquired during the meeting with School Treasurer Kate Diu but then deferred to Ms. Diu to provide the summary for each of the motions before the Board.



b. Bank Reconciliation

Motion I: Resolution regarding bank reconciliation

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the filing of the bank reconciliation for the month of April 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 reconciliation for the month of April 2018 and it appears appropriate.

Moved: Moeller **Seconded:** Norton **Vote:**

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"/>
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"/>

c. Five-Year Forecast

Motion II: Resolution regarding the OHVA Five Year Forecast

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the Five Year Forecast (copy attached hereto) as recommended by the School Treasurer and reviewed by the Audit and Financial Oversight Committee.

Discussion: Ms. Diu explained the School is required to submit a five-year forecast to the Ohio Department of Education each May and October. The assumption for Fiscal Year 2019 is total FTE of 12,389 with staffing levels of 511 instructional staff and 54 administrative staff. In order to do the forecast, Ms. Diu used the FY 2019 outcomes and assumptions for the three years thereafter.

Moved: Vasquez **Seconded:** Zimmerman **Vote:**

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"/>
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. Review Budget

Ms. Diu reviewed the FY2018 forecast as compared to the Board-approved budget. The overall deficit for FY 2018 is \$6.9 million prior to the application of the K12 service credits. Mr. Norton asked whether OHVA is capturing all of the funding available for the students, especially those who just recently enrolled in the school. Dr. Stewart explained that while OHVA has had over 16,000 students come through the school over the course of the fiscal year, the actual FTEs are just 10,200 and of that, OHVA is



capturing about 95%. As a result, OHVA is being paid for 9,800 students. Adjustments are made based upon the amount of hours students have properly logged into the school. OHVA does not get any funding for any absences of students even if they are for excused purposes. The FY19 draft budget is currently showing an average enrollment of 13,768 which is more than is currently enrolled. The increase is from the approximate 1,000 students expected after the closing of Insight School of Ohio. Discussion ensued regarding the difference between average daily attendance, average enrollment and full time equivalent. Finance is working to get the budget to reflect FTE v. average enrollment.

7. Personnel / Staff Development

a. HR Committee Report

Mr. Davenport deferred to Ms. Medeiros and Ms. Taylor. Ms. Taylor explained training would be provided to hourly employees with regard to the proper manner in which to account for travel time.

b. New Hire / Resignations

Motion III: Resolution regarding employee hiring

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the hiring of Elizabeth E. Strbik beginning April 9, 2018 in the position of At-Risk Services/504 Coordinator as recommended by the Head of School and reviewed by the HR Committee.

Discussion: Dr. Stewart explained the increase of students in need of 504 services resulted in needing to employ a second person to help coordinate the 504 services.

Moved: Davenport	Seconded: Lippens	Vote: 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"/>
		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 IV: Resolution regarding employee resignation

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby accepts the resignation of Laura Underwood, based on the reasons provided, effective February 14, 2018 as recommended by the Head of School and reviewed by the HR Committee.

Discussion: Dr. Stewart explained this individual was leaving education and moving out of state.

Moved: Lopez	Seconded: Vasquez	Vote: 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"/>
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"/>

c. Non-Exempt Employee Agreement

Motion V: Resolution regarding the approval of the revision to 2018-2019 OHVA Non-Exempt Employee Agreements

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the following revision to the 2018-2019 Non-Exempt Employee Agreements as recommended by the Head of School and reviewed by the Human Resource Committee:

Exhibit A, Section II, Paragraph A shall be deleted and replaced with the following language:

A. Wages. Employee shall be compensated solely for time worked at the agreed hourly rate. The compensation paid to Employee shall be subject to standard payroll withholdings and deductions and will be paid in accordance with the School’s normal payroll processing deadlines and practices. Employee shall be responsible for providing complete and accurate time records.

Discussion: Ms. Taylor explained that there was some clarification needed with some of the language found in Exhibit A of the Employee Agreement for hourly employees.

Moved: Vasquez

Seconded: Levine

Vote:

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"/>
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 Academic Report

Dr. Stewart invited Andrew Mitton to provide a telephonic update with respect to legislative happenings in Columbus. Mr. Mitton discussed potential language in legislation that may benefit OHVA due to OHVA’s willingness to accept the many ECOT students, who were left suddenly without a school in January. While ODE and members of the legislature have verbally expressed their appreciation to OHVA for stepping in when so many families were suddenly without a school, nothing has been approved providing safe harbor or protection to OHVA from the potential fallout for taking on these students. Concerns were expressed by Board members of the need to get some kind of safe harbor legislation to protect OHVA from the potential fallout.



Dr. Stewart presented a six-page report showing current enrollment of 12,749 students. Currently, 66% of the students have re-registered at OHVA next year. Dr. Stewart gave an update with respect to all of the testing that has now been completed. Over 9,000 students were tested with over 23,000 tests given. Based on early calculations, OHVA appeared to have hit the 95% participation rate as to all classifications. However, ODE changed the manner in which it reviews participation levels and now OHVA may not meet participation levels based upon this change by ODE. The newly enrolled students from ECOT will count on participation numbers but will not count based on performance. Dr. Stewart indicated there were numerous parent helpers at testing sites, handing out reminders to students about logging their attendance.

OHVA participates in the Box Tops for Education and Amazon Smiles programs if anyone wants to participate on behalf of the school.

9. Compliance

a. OCCS Monthly Report

Lisa Burke from OCCS presented a three-page Board brief as well as a two-page monthly report. Ms. Burke also reported that 10 OHVA students have applied for OCCS scholarships and that the deadline for any further applicants is Friday, May 11, 2018.

b. Designated Fiscal Officer

Motion VI: Resolution regarding Designated Fiscal Officer

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby confirms the designation of Kate Diu as the Designated Fiscal Officer of Ohio Virtual Academy, also known as the School Treasurer, for FY2019 beginning July 1, 2018. Ms. Diu, who is employed by K12 Services (an affiliate of K12 Virtual Schools LLC), shall remain bonded and licensed 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 331.011(A) requiring Ms. Diu to be employed by or under contract with the governing authority of OHVA. This waiver shall only be effective upon the approval of 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 Schools shall immediately notify the Board President.

Discussion: Dr. Stewart explained each fiscal year the Board must designate its Fiscal Officer and request OCCS’ approval if the Fiscal Officer is not employed by OHVA. Ms. Dorner confirmed this motion is similar to the one passed for FY 2018.

Moved: Zimmerman

Seconded: Vasquez

Vote: 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"/>
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"/>

c. Approval of Academic Prevention Intervention Services Policy

Motion VII: Resolution renewing the Academic Prevention/Intervention Services Policy for the 2018-2019 year

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the renewal of the Academic Prevention/Intervention Services Policy for the 2018-2019 school year as recommended by the Senior Head of School.

Discussion: Dr. Stewart explained there were minor revisions made to this policy. Assessments such as Scantron are no longer being used by OHVA so revisions were made to correctly identify the assessments being offered.

Moved: Zimmerman **Seconded:** Lopez

Vote: 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"/>
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"/>

10. Other Updates

Ms. Dorner updated the Board as to receipt of a favorable outcome from the OCRC. Dr. Stewart reported over 600 students expect to attend graduation. Graduation is scheduled for June 2 and any and all Board members who wish to attend should contact the Board President. Mr. Norton reminded all Board members that the next Board meeting is June 10, 2018.

He adjourned the meeting at 3:41 p.m.