



OHVA Board of Trustees Meeting

May 21, 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 2:05 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	Adam Davenport – Board Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Jason Levine – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Susan Lippens – Member	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	
12	Jennifer Wise – Board Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13	Sarah Zimmerman-Thornhill – 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 Assistant Academic Administrator Allison Bentley; K12 Human Resources Business Partner Carole Arman; Board Legal Counsel Renisa Dorner, and the K12 administrative team.

3. Public Participation on Agenda Items: None

Dr. Stewart explained the presence of the Maumee Police Officer at the building was warranted due to threats received following an incident at testing. A student reported feeling unsafe around their father resulting in a report being made to Children’s Services and a caseworker going to the home and removing the children from the home. The father then allegedly took a “hit” out on the caseworker and the teacher reporting to the authorities. The father has been arrested but there is a heightened need for security.

4. Public Participation on Non-Agenda Items: None



5. Approval of Minutes of the Regular Meeting of April 16, 2019

Mr. Norton confirmed the minutes of the April 2019 meeting was 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. Richardson seconded, and all present were in favor.

6. Finance

a. Audit / Finance Committee Report

Ms. Diu reported the 990 has been filed. The Abacus system is being used by K12 and has been working well under the pilot program with the lead teachers. Ms. Diu discussed a meeting with ODE concerning the idle time in which the computer automatically kicks a student off if there is no movement of the mouse or other activity. K12 had previously established 90 minutes as the idle time but is now reducing that to 30 minutes for OHVA students.

b. Review draft budget

Ms. Diu reviewed the preliminary FY20 budget which shows a \$6 million increase in revenue over FY19 and a \$4.6 million increase in expenses over FY19. There is an increase in teacher laptop replacements. There is also a new fee for the destination career academy which Dr. Stewart indicated she would be reviewing and determining whether this fee will be charged to OHVA. The DCA fee is \$120 per student. The FY20 preliminary budget shows a deficit of \$9.7 million which will be offset by contractual service credits due from K12.

c. Bank reconciliation

Motion I: Resolution regarding filing of the 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 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 reconciliation for the month of April 2019 and it 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"/>
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"/>
Kalman	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"/>
Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Zimmerman-Thornhill	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>



[Stephen Vasquez entered the meeting at 2:30 p.m.]

d. Five-year forecast

Motion II: Resolution regarding 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 reviewed her assumptions in making the five-year forecast which includes an increase in rent due to additional space being leased starting next school year. There is also a reduction in management fees based on the service credits being issued in direct response to the deficit budget.

Moved: Lopez **Seconded:** Moeller

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"/>
Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Kalman	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. Personnel/Staff Development

a. HR Committee Report

Mr. Davenport and Dr. Stewart both expressed the HR Committee was focused on seeking information and gathering facts with respect to the benefits being proposed for the next school year.

b. Benefits

Motion III: Resolution regarding the Employee Benefits Offered for the 2019-2020 benefits year

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves offering employee benefits consistent with the attached presentation as recommended by the Senior Head of School and reviewed by the Audit and Financial Oversight Committee and Human Resources Committee, and summarized as follows:

1. OHVA will remain partially self-insured for medical and prescription benefits through United Healthcare. Also, United Healthcare will provide medical administration and stop loss coverage.
2. OHVA will continue to offer a High Deductible Health Plan (“HDHP”) option that includes a Health Savings Account. OHVA will provide an employer contribution to the HSA in the amounts of \$250/single or \$500/family with half of the contribution paid in



August and the other half paid in February. There will be no increase in the employee contribution for the HDHP.

3. OHVA will continue to offer a \$750 deductible plan. However, the employee contribution for this plan will increase by 10%.
4. OHVA will cease offering a \$500 deductible plan as of August 1, 2019.
5. OHVA will continue to offer employees the ability to purchase voluntary vision through United Healthcare based on the rate guarantee previously negotiated. OHVA will also offer employees the ability to purchase voluntary life insurance and long-term disability benefits with a 0% increase in premiums and a rate guarantee until August 1, 2021.
6. United Healthcare will provide FSA & COBRA administration. Hylant will assume the expense for the COBRA administration.
7. OHVA will continue to offer dental benefits through Delta Dental. However, employee contributions will increase by 17% this year. There is a 0% increase next year.
8. OHVA will continue its Wellness Initiative including the Real Appeal program with ongoing communication to increase engagement in the program.
9. OHVA will offer a new Employee Assistance Program (“EAP”) through United Healthcare beginning August 1, 2019, with no cost to employees. The EAP, as explained, will provide services to employees and their household members including 5 visits per problem.

Discussion: Michelle Willard from Hylant presented a review of the suggested benefits offering to OHVA employees beginning August 1, 2019. She explained the cost per employee has been \$11,436 for FY19 and it has been pretty flat over the course of the last four years. Ms. Willard reminded the Board the \$250 deductible plan has previously been eliminated and the \$500 deductible plan will be eliminated this year. Emily Miller, also from Hylant, provided a review of the wellness initiative at OHVA which includes a redirection with respect to emergency room visits, maternity support programs, real appeal program and rally health program. Ms. Arman explained the kit received by employees who sign up for the real appeal program. Dr. Stewart explained the new employee assistance program being offered to all employees and their household members for up to five visits per year, per problem.

Moved: Zimmerman-Thornhill **Seconded:** Vasquez

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"/>
	Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
	Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
	Kalman	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"/>



c. Employee agreement update

Dr. Stewart explained only a couple of current teachers are not being offered contracts for the next school year. There are no changes being made to the Board-approved employee agreements. There is currently 97% of the workforce intending to return.

8. Operations

a. Head of School Academic Report

Dr. Stewart presented a 7-page Head of School report showing an enrollment of 13,459 with 17.6% special education. 9,000 students are saying they are re-registering for the 19-20 school year. Over 10,000 students were tested and OHVA met 95% participation level requirements. Approximately 300 students attended the spring dance/prom with 20 staff also attending as chaperones. Ms. Lopez indicated the spring dance was quite successful. Lauren Logan, CTE Dean for OHVA's Destination Career Academy, offered a PowerPoint presentation regarding the program being offered at OHVA. Ms. Logan explained during the first semester, there were 13 students in an actual pathway; however, 2 were removed under the removal policy. There was a 95% passage rate on the webXam and two students seeking internship placements for the summer. OHVA receives extra funding from Ohio for CTE categories. There continues to be a need to grow the advisory council to represent each program area being offered. This advisory council meets three times a year. During the summer, OHVA teachers will be offered an opportunity to work on project-based learning as employees of K12 after approval by the Board at the June meeting. There are currently 11 CTE teachers, 3 CTE supplemental teachers and 3 more CTE teachers expected for next year, making a total of 17 teachers dedicated to the CTE program. One of the biggest challenges of the CTE program is getting the message out to students and advising them of this option available to them.

b. Academic Report

The Academic Committee received an end-of-year summary from all of the administrators with respect to the various grades at OHVA. Ms. Zimmerman-Thornhill explained each family will have one advisor who will be the major source of information from OHVA. Dr. Stewart added the attendance intervention team will be more proactive rather than reactive regarding truancy issues. This will allow teachers to focus more on content teaching rather than chasing students for attendance reasons.



Motion IV: 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 FY 2020 beginning July 1, 2019. 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 Schools 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: Mr. Norton 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 resolution is consistent with what is necessary in order to have Ms. Diu operate as the Designated Fiscal Officer of OHVA.

Moved: Vasquez	Seconded: Davenport	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"/>
		Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Kalman	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 V: Resolution regarding 2019-2020 School Handbook

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the 2019-2020 School Handbook (copy attached hereto) as recommended by the Senior Head of School and includes the following modifications, amendment, additions or deletions as summarized below:

- New Parent Responsibilities policy which lists the following responsibilities (1) internet service, (2) supervise student’s attendance and engagement, (3) enter attendance time, (4) provide transportation to state testing and F2F events, and (5) communicate and response to school staff respectfully and timely
- Amended Parent Concern Process for clarification purposes
- Amended Enrollment and Student Records policy to provide requirements for Kindergarten enrollment, eligibility for enrollment based on 22nd birthday and added re-entry prohibition if truancy withdrawn
- Modified reference to AIMSweb to now state AIMSweb Plus



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- Modified K-2 Attendance Policy to include language regarding (1) completing 5 lessons daily between 8 a.m. – 4 p.m., (2) requirement to submit written work samples by email only or pictures of student completing assignment if teacher notes discrepancy with attendance, (3) deleted ability to send written work samples by mail and (4) added school-sanctioned F2F events can be included in attendance
 - Modified FAQs about Attendance #4 to indicate teachers and advisors are verifying student attendance and not merely monitoring and ensuring and #9 added recommendation that Learning Coach maintain written log of supplemental and offline school work time
 - New Career Readiness Policy which explains four tier approach where elementary students are exposed to various occupations through interactive live sessions, middle school reviews the 16 career clusters, freshman explore opportunities for college / career ready programs and 10th-12th grade can participate in Destinations Career Program
 - New Appropriate Class Connect Behavior Policy which explains requirement that home setting be appropriate when student using webcam/microphone for Class Connect sessions
 - Amended all references to Family Academic Support Team to now state Student Support Team which includes the Absence Intervention Team and all references to Back on Track plan are changed to absence intervention plan
 - Revised K-2 Progress Report policy to include language that history, science, art and music may not be required if teaching team decides student should focus on math and language arts
 - Revised OHVA Truancy Policy to include legal definition of habitually truant and update eon timelines related to truancy
 - Modification of USATest Prep section description and includes reference that Grades 3-5 uses program for assignments and assessments
 - Revised Parent and Family Engagement Policy to include provision OHVA's responsibility to provide professional development
 - Added Destinations Career Program description of 6 programs being offered for 2019-2020 in 2 career clusters including: IT Career – interactive media, programming and software development, and network system and Business Career – finance, marketing and business and administrative services
 - New Career Center Guidelines for External CTE Program policy which provides guidelines for dual enrollment at OHVA and a Career Technical Center
 - Deleted Ohio Curriculum Choice policy (no longer required)
 - Revised College Credit Plus policy to include provisions related to underperforming students, program probation/dismissal as well as appeals
 - Deleted Appendix B relating to USA TestPrep for Grades 9-12

Further resolving, the Head of School or designee is authorized to make any and all clerical revisions to the Student Handbook as deemed necessary.



Discussion: Ms. Dorner reviewed the various changes and provided a description of each of those changes in the resolution. There was a question concerning the change of the terminology from “monitoring and ensuring student attendance” to “verifying student attendance.” Ms. Ragar explained the process in which teachers verify attendance by evaluating the time spent and the amount of work completed.

Moved: Zimmerman-Thornhill	Seconded: Lippens	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"/>
	Lochbihler		Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
	Lopez		Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
	Kalman		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. Compliance

a. OCCS Monthly Report

Ms. Burke reviewed the OHVA Board brief for the month of May. She also provided a summary of House Bill 166 which discusses the current budget items in front of the legislature. Ms. Burke also indicated the need to have the conflict of interest disclosure statements signed by all Board members.

Motion VI: Resolution regarding OHVA Comprehensive Plan

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves OHVA’s Comprehensive Plan, a copy of which is attached hereto, which includes the following:

1. The process by which the governing authority of the school will be selected in the future which is described in the First Amended and Restated Code of Regulations and Selection of Trustees Policy found with the Board Policy Manual;
2. The management and administration of the school which is described in the Third Amended and Restated Educational Products and Administrative and Technology Services Agreement between OHVA and K12 Virtual Schools LLC as well as reflected in the Organizational Chart;
3. Ohio Virtual Academy is not a currently existing public school or educational service center building;
4. The instructional program and educational philosophy of the school is generally provided in the Academic Plan; and
5. The internal financial controls include the Five year Forecast, Fiscal Year Budget, Designation of Fiscal Officer and relevant policies.

The Board of Trustees hereby authorizes and directs the Head of School to submit to the Ohio Council of Community Schools the Comprehensive Plan for OHVA including all documents described herein.



Discussion: Mr. Norton explained the Comprehensive Plan documents which needed to be set forth in a resolution for OCCS.

Moved: Wise **Seconded:** Lopez

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"/>
Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Kalman	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. Other Updates

Mr. Norton reminded all members of the next Board meeting being June 18, 2019. Also, all Board members were invited to attend graduation on June 2, 2019 where there is expected to be 600 students in attendance. Ms. Lopez and Mr. Moeller will be in attendance at graduation.

Mr. Norton adjourned the meeting at 4:35 p.m.