



Board of Trustees

Minutes of Regular Board Meeting

December 12, 2017

Our Approach: Student-centric. Innovative.

Our People: Passionate. Engaged.

Our Students: Inspired. Empowered. Educated.

1. **The meeting was called to order at 2:00 p.m.**

2. **Roll Call/Guests:**

Board Members	Present	Absent	Arrival After Roll Call
1 Kelly Arndt – Member	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5 Susan Lippens – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6 Gina Lopez – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Jacob Moeller – Board Treasurer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 / Lenny Schafer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Also in attendance were: Senior Head of School Dr. Kristin Stewart; Operations Manager Emily Rogers; School Treasurer Kate Diu; School Finance Manager Regina Krotzer; School Data and Accountability Manager Courtney Rahe; HR Manager, Lori Medeiros; Northern Region HR Manager Christina Moore; 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. **Minutes of the Regular Meeting of October 17, 2017 were approved as written upon motion by Ms. Arndt and seconded by Ms. Wise, and approved by all in attendance.**

6. **Personnel / Staff Development**

a. **HR Committee Report**

Mr. Davenport deferred to Ms. Medeiros. Ms. Medeiros indicated that the HR Committee received information regarding the new hires and the reasons for recent resignations. This information was also available to all Board members. The HR Committee also gathered information regarding various broker bids in response to an RFP. Ms. Medeiros explained K12 hosted a job fair on November 8 and 9 in Columbus, Ohio in order to establish a pipeline of candidates for future needs.



[Ms. Lippens entered meeting at 2:05 p.m.]

Ms. Medeiros reported 105 interviews were conducted and the feedback from the majority of participants was positive. Some immediate needs of OHVA were filled as a result of the job fair.

[Mr. Moeller entered meeting at 2:09 p.m.]

b. New Hires / Resignations

Motion I: Resolution regarding employee hiring

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the hiring of the following individuals as recommended by the Head of School.

New Hire Name	Start Date	Position
Dunkle-Czubek, Casey L.	10/9/2017	Teacher Elementary School
Duross, William T.	10/9/2017	Related Svcs Coordinator
Kougher, Joyce C.	10/9/2017	Teacher Elementary School
Zody, Jacqueline	10/9/2017	Teacher Middle School
Foote, Shannon R.	10/16/2017	Teacher Elementary School
Power-McFerren, Pamela	10/16/2017	MS Intervention Specialist
Sina, Jaime M.	10/16/2017	MS Intervention Specialist
Swanstrom, Jamie R.	10/16/2017	Teacher Elementary School
Grolnic, Christina	10/23/2017	Teacher HS
Bohyer, Scott T.	10/30/2017	MS Intervention Specialist
Braden, Jeb E.	10/30/2017	Teacher HS
Goldman-Moseley, Karen S.	10/30/2017	HS Intervention Specialist
Fonner, Rebecca M.	10/30/2017	HS Intervention Specialist
Smith, Stephanie N.	10/30/2017	MS Intervention Specialist
Baylor-Samaco, Kelley P.	11/6/2017	Teacher Middle School
Parpart, Marci L.	11/6/2017	Teacher Middle School
Sangdahl, Kimberly J.	11/6/2017	MS Intervention Specialist
Clevenger, Betty	11/6/2017	MS Intervention Specialist
Frentsos, Angela M.	11/6/2017	ES Intervention Specialist
Polesovsky, Eric S.	11/6/2017	Teacher HS
Nilsen, Amy E.	11/13/2017	Teacher Middle School
Schoon, Laura	11/13/2017	Teacher Middle School
Fortney, Kristy L.	11/20/2017	HS Intervention Specialist
Hollendonner, Lisa A.	11/20/2017	HS Intervention Specialist
Miller, Derek J.	11/20/2017	Teacher Middle School
Bachus, Valerie J.	11/27/2017	ES Intervention Specialist
Gale, Lori R.	11/27/2017	ES Intervention Specialist
Lauth, Lori A.	11/27/2017	Teacher HS
Lisko, Kimberly A.	11/27/2017	Guidance Counselor

Discussion: Dr. Stewart explained the hiring of 29 individuals was in response to the increase in enrollment. Most of the intervention specialists that have recently been hired came from ECOT. In fact, 17 of the 29 new hires were previously with ECOT.



Moved: Davenport

Seconded: Wise

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"/>
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 II: Resolution regarding employee resignations

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby rejects the resignations of Jacqueline Zody and Lori Bennett Hamm (who have abandoned their positions based upon the date of resignation set forth below) and hereby accepts the resignation of Amy Cook-Duncan based on the reasons and information provided as recommended by the Head of School.

<u>Employee</u>	<u>Position</u>	<u>Date of Resignation</u>
Zody, Jacqueline	Teacher Middle School	10/23/2017
Bennett, Lori	Intervention Specialist	11/10/2017
Duncan-Cook, Amy E.	Teacher Elementary School	11/17/2017

Discussion: Dr. Stewart explained two teachers resigned providing reasons deemed unacceptable to leave in the middle of a school year. Both individuals accepted positions with other schools. The third person provided an acceptable reason for submitting her resignation and Dr. Stewart was recommending acceptance of that resignation. Mr. Moeller asked what the significance of whether the Board accepts or rejects a resignation. Dr. Stewart explained licensed employees with contracts for the school year are not permitted to resign without Board approval. If they do not obtain Board approval, they are reported to the Department of Education for violating their contract. Additionally, these individuals are ineligible for rehire. If an employee provides a reason for the need to resign that is acceptable, then a recommendation of acceptance is presented.

Moved: Zimmerman

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"/>
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 III: Resolution regarding resignation and waiver of Paragraph 7.04

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the resignation of Deanna Kohlhofer, effective January 1, 2018, in order for Ms. Kohlhofer to accept a job offer from K12, Inc. as the OHVA Guidance Counselor Technician, as presented and recommended by the Head of School. It is further resolved that OHVA hereby approves a waiver of 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, L.L.C. and allows Deanna Kohlhofer to be employed by K12, Inc. as the OHVA Guidance Counselor Technician. This waiver is revoked if K12 employs this individual in a position other than the one specifically listed.



Discussion: Dr. Stewart explained K12 developed a new position of OHVA guidance counselor technician to primarily work with the transcripts for the school. Ms. Kohlhofer is currently employed as a FASL and has applied for this new position. Mr. Vasquez asked what the significance of the last sentence of the resolution was concerning the waiver if K12 does not hire this person in the position indicated. Ms. Dorner explained the contract between K12 and OHVA does not allow K12 to hire away OHVA employees but the Board is typically willing to waive this requirement if the K12 position is directly benefiting OHVA.

Moved: Zimmerman **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"/>
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. Broker Bid / Insurance Discussion

Motion IV: Resolution regarding contracting with Broker

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby authorizes the OHVA Head of School or her designee, with assistance from the OHVA Legal Counsel if needed, to complete negotiations with Hylant with respect to broker services and other related services as set forth in the response received from such entity to the Request for Proposal issued earlier this school year by OHVA. Further, the OHVA Head of School is also authorized to execute and implement an agreement between Hylant and OHVA consistent with this directive from the Board.

Discussion: Ms. Medeiros explained the RFP process. A comparison was provided regarding the two finalists based on their responses received to the RFP. The two finalists were Hylant and USI, which was previously known as Brooks Insurance in Toledo. Ms. Arndt asked if the broader experience of USI would be beneficial to OHVA. Ms. Medeiros responded that USI does provide benchmarking on a more national level. Ms. Wise explained that the data collection by USI does appear to be very extensive and their presentation was quite lengthy. Mr. Norton wondered if USI would be able to bring a lower price plan to the employees given USI’s more global network. Mr. Davenport asked if the employees are currently happy with the plan that they have received and with any dealings that they have had with Hylant. Dr. Stewart responded she is not aware of any major disagreements or issues relating to Hylant being the broker. Ms. Medeiros indicated that if all things are equal in the sense of the price point that she did not believe there was any need to make a switch at this time. The price per employee per month quoted to OHVA actually creates a savings for the next year.

Moved: Davenport **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"/>
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"/>

7. Compliance



a. OCCS Update

Mr. Schafer indicated plans were underway for the Board retreat in January. He recently met Kevin Chavous, the President of Academics, Policy and Schools for K12. There are ongoing discussions concerning a research grant through Ohio State University involving OHVA. OCCS was rated as an effective sponsor. The succession from the University of Toledo has been completed. Online Learning Day in November was a success and OCCS appreciated Mr. Norton attendance. Mr. Schafer proceeded to review OHVA's six-page fiscal year 2017 annual progress report. The conclusion of the progress report was that if this was a contractual year, the sponsor contract would be renewed with OHVA. Mr. Norton expressed his appreciation to Mr. Schafer for the advocacy performed by OCCS at the state legislature. Ms. Burke then presented information contained in a three-page Board Brief.

b. Open Meetings Review

Ms. Dorner indicated this training will occur after the meeting has concluded and will be deemed the statutorily-required annual training for the Board members.

8. Operations

a. Head of School Report

Dr. Stewart introduced Emily Rogers as the new Operations Manager. Ms. Rogers has been working with OHVA for the past seven years. Dr. Stewart then briefly reviewed information contained in her seven-page Head of School Report. Amy Helms Borchers and Debbie Wotring made a presentation concerning the recent K-3 literacy report card grade of B.

Motion V: Resolution regarding extension of CTE Pathways

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves extending the Career Technical Education (CTE) offerings to include course work provided through OHVA's Destination program in the areas of Business and Health Science. OHVA began offering CTE in Information Technology as a pathway at the beginning of FY2018 which included programming and software development, as well as information systems and services. The Board authorizes the Head of School or designee to obtain the necessary approvals and implement the additional CTE offerings as recommended by and presented by the Head of School.

Discussion: Principal Kyle Wilkinson presented information concerning expanding the CTE pathways to include business and health science. Dr. Stewart explained OHVA is the only e-school in Ohio that has a state-approved CTE pathway. Mr. Wilkinson commented there is a challenge finding staffing for CTE classes. In order to properly staff, OHVA may be looking at hiring part-time teachers in the future. Right now, OHVA offers CTE pathways in information technology. Mr. Wilkinson will submit an application to Penta to expand the CTE pathways to include business and health science. Ms. Zimmerman expressed ideas of adding coding and/or sales as a pathway in the business field.



Moved: Vasquez **Seconded:** Zimmerman **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"/>
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"/>

b. Enrollment Concerns

Motion VII: Resolution concerning extending enrollment

BE IT RESOLVED that the Board of Trustees of OHVA hereby approves extending the enrollment deadline for Fiscal Year 18 until February 12, 2018.

Discussion: Dr. Stewart expressed concern that the current enrollment deadline of January 31st may prohibit students from ECOT who wish to change schools after the first semester has concluded. As a result, Dr. Stewart requested the Board extend the enrollment deadline for this year only until February 12, 2018.

Moved: Wise **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"/>
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"/>

9. Finance

a. Bank Reconciliation

Motion VI: 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 September, October, and November 2017 as presented and 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 September, October and November 2017 and they appeared appropriate.

Moved: Moeller **Seconded:** Norton **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"/>
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 N
Zimmerman Y N

b. Budget and Insurance Policies

Ms. Diu reviewed changes in the budget and the reasons for the variances. OHVA has recently received a school improvement grant of \$250,000. The deficit for FY18 remains over \$2 million. Ms. Diu confirmed the D&O policy and liability insurance policy have been renewed and are in place.

10. Executive Session

Board President Matt Norton made a motion to go into executive session at 4:18 p.m. for a personnel matter related to a termination. Board Member Vasquez seconded the motion, and by roll call 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"/>
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"/>

President Matt Norton invited the following individuals into the Executive Session: Dr. Kris Stewart, Lori Medeiros, Andrea Brostek, and Legal Counsel Renisa Dorner.

A motion to come out of executive session and return to regular session was made by Mr. Norton at 4:23 p.m., seconded by Mr. Vasquez, and by roll call 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"/>
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"/>

11. Upcoming events

Mr. Norton reminded Board members that a Board retreat was being scheduled in January to be held at the Hilton Garden Inn in Perrysburg. Meeting was adjourned at 4:24 p.m.