



Board of Trustees

Minutes of Regular Board Meeting

February 20, 2018

Our Approach: Student-centric. Innovative.

Our People: Passionate. Engaged.

Our Students: Inspired. Empowered. Educated.

1. The meeting was called 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Jacob Moeller – Board Treasurer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 2:07 p.m.
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 type="checkbox"/>	<input checked="" 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: Senior Head of School Dr. Kristin Stewart; School Treasurer Kate Diu; HR Manager, Lori Medeiros; K12 Senior VP, Northern Region Jennifer Sims; K12 Central Region Academic Data Analyst Allison Bentley; Northern Region HR Manager Constance Waldron; Legal Counsel Renisa Dorner as well as various members of the K12 administrative team.

Dr. Stewart introduced Connie Waldron to the Board who is the new K12 Northern Region HR Manager.

3. Public Participation on Agenda Items: None.

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

[Jacob Moeller entered meeting at 2:07 p.m.]

5. Minutes of the Regular Meeting of December 12, 2018 were approved as written upon motion by Ms. Wise and seconded by Mr. Moeller, and approved by all in attendance.



6. Finance

a. Review Budget

School Treasurer Kate Diu reviewed the forecast budget for the year. The expected FTE is 11,109 and an expected deficit of \$4.1 million for the year. The deficit reflects the increased costs associated with the large number of students who have enrolled following the closure of ECOT. These students will only be enrolled for a few months, so OHVA is unable to recoup all the costs incurred for those few months based on the funding from the state. Mr. Norton asked if a case would be made to the Ohio Department of Education regarding the inability of OHVA to recapture the full amount of costs associated with enrolling these students suddenly who were left without a school due to the closure of ECOT. The resources of OHVA have been strained by this situation. Many students would have gone unserved if OHVA had not been willing to open its doors despite the inherent cost to do so. Dr. Stewart indicated that Mr. Schafer with OCCS has asked for the data in order to make this case to the Ohio Department of Education and possibly the legislature.

b. 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 2017 and January 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 December 2017 and January 2016 and they appeared appropriate.

Moved: Moeller	Seconded: Lippens	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"/>
		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"/>

c. Audit Recommended Policies

Motion II: Resolution regarding Certification of Fiscal Reports and Grant Documents

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the Certification of Fiscal Reports and Grant-Related Documents policy, a copy of which is attached hereto.

Discussion: Ms. Diu explained how the policy was recommended in order to grant authority to the School Treasurer and the Head of School to certify certain reports to the federal government with respect to various grants. Mr. Vasquez asked if the policy has been reviewed by legal and Ms. Dornier responded that, indeed, all three policies being submitted to the Board have been reviewed by legal.



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

Motion III: Resolution regarding Grant Financial Management Policy

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the Grant Financial Management Policy, a copy of which is attached hereto.

Discussion: Ms. Diu explained this policy was necessary in order show OHVA uses a financial management system that provides the information required by the grants.

Moved: Vasquez **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"/>
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"/>

Motion IV: Resolution regarding Personnel Time and Effort Policy

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the Personnel Time and Effort Policy, a copy of which is attached hereto.

Discussion: Ms. Diu explained this policy puts the requirement on all employees who are performing work that is grant funded to maintain accurate time records.

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

7. Personnel / Staff Development

a. New Hires

Motion V: 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 and reviewed by the HR Committee:



New Hire Name	Start Date	Position
Cowx, Jennifer	2/12/2018	Teacher HS
Heintzelman, Katherine	2/12/2018	Teacher Elementary School
Johnson, Bethen	2/12/2018	Teacher Elementary School
McNeely, Tiffini	2/12/2018	Teacher Elementary School
Taylor, Sara	2/12/2018	Guidance Counselor
Thornton, Amy	2/12/2018	Advisor
Beck, Kristen	2/7/2018	Teacher Middle School
Brown, Ruth	2/7/2018	Teacher Middle School
Eggleston, Stephen	2/7/2018	Teacher HS
Konich, Jacqueline	2/7/2018	Teacher HS
McClain, Tina	2/7/2018	Teacher HS
Morton, Dawn	2/7/2018	Advisor
O'Connell, Courtney	2/7/2018	MS Intervention Specialist
Polito, Natalie	2/7/2018	MS Intervention Specialist
Tolles, Heather	2/7/2018	Teacher HS
Woodberry, Shannon	2/7/2018	Teacher HS
Kreider, Margaret J.	2/5/2018	MS Intervention Specialist
Macht, Valerie S.	2/5/2018	ES Intervention Specialist
Ware, Mary A.	2/5/2018	Teacher HS
DelGrosso, Morgan E.	1/31/2018	Teacher Middle School
Dobbins, Krista L.	1/31/2018	Teacher HS
Egbert, Emily S.	1/31/2018	Teacher Middle School
Hagglund, Julie H.	1/31/2018	Teacher HS
Hodges, Stephen B.	1/31/2018	Teacher Middle School
Huss, Breanne K.	1/31/2018	MS Intervention Specialist
Kitchen, Shannon J.	1/31/2018	HS Intervention Specialist
Konrad, Lindsey J.	1/31/2018	Teacher HS
Kroehler, Molly R.	1/31/2018	Teacher HS
Kucalaba, Stacie A.	1/31/2018	Teacher Middle School
Raseta, Elizabeth A.	1/31/2018	Teacher HS
Seymour, Michelle M.	1/31/2018	Teacher Middle School
Shaffer, Stephanie A.	1/31/2018	HS Intervention Specialist
Smucker, Elizabeth A.	1/31/2018	Teacher Middle School
Umbaugh, Heather B.	1/31/2018	Family Success Liaison
Varga, Christiane L.	1/31/2018	Teacher HS
Aubry, Sarah A.	1/30/2018	Advisor
Cheek, Krista L.	1/30/2018	Family Success Liaison
Cromley, Megan A.	1/30/2018	Advisor
Hille, Amy M.	1/30/2018	MS Intervention Specialist
Iacobacci, Antonietta	1/30/2018	HS Intervention Specialist
Johnson, Holly S.	1/30/2018	MS Intervention Specialist
Letner, Megan	1/30/2018	Teacher Elementary School
Simek, Amanda	1/30/2018	MS Intervention Specialist
Stretar, Amber R.	1/30/2018	Advisor
Welch, Lena E.	1/30/2018	Teacher Middle School
Crago, Ashley E.	1/29/2018	MS Intervention Specialist
Cronk, Julie R.	1/29/2018	Teacher Elementary School
Gilliam, Nicole L.	1/29/2018	Teacher Middle School
Graham, Stephanie A.	1/29/2018	Teacher Elementary School



Horvath, Laura A.	1/29/2018	Teacher Elementary School
Jackson, Lauren C.	1/29/2018	Teacher Elementary School
Morgan, Raquel	1/29/2018	Teacher Middle School
Renftle, Julie A.	1/29/2018	Teacher Elementary School
Takacs, Evie M.	1/29/2018	MS Intervention Specialist
Yeager, Alana	1/29/2018	Teacher Middle School
Beran, Deborah	1/8/2018	School Psychologist
Hake, Stacy L.	1/3/2018	Advisor
Fleming, Jennifer L.	12/18/2017	Family Success Liaison
Khourie, Ruth M.	12/18/2017	Family Success Liaison
DelGrosso, Devin K.	12/11/2017	Family Success Liaison
Bartholomew, Billie S.	12/4/2017	Teacher Middle School
Halpin, Kathrine L.	12/4/2017	Teacher HS
Whitney, Tracy L.	12/4/2017	Speech & Lang Pathologist

Discussion: Ms. Medeiros explained all new hires were directly related to the increase in enrollment from the influx of students due to the closure of ECOT. All resumes were uploaded for review by Board members in advance of the meeting. Mr. Vasquez asked where the school was getting these applicants. Dr. Stewart responded most of the teachers and intervention specialists were coming from ECOT. In fact, many kids who are newly enrolled will be getting the same teacher they had when they were at ECOT. While there is a learning curve on learning OHVA systems and the more stringent requirements, Dr. Stewart reported an exceptionally smooth transition. By the time all staffing is completed, it is expected OHVA will have between 480-500 employees. Mr. Vasquez complimented the K12 administrative team for the manner in which they have responded to the ECOT closure and the sudden demand on the school's resources to enroll such a large number of new students and hire the appropriate personnel to serve these students.

Moved: Kalman	Seconded: Davenport	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"/>
		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"/>

b. Resignation

Motion VI: Resolution regarding employee resignation

BE IT RESOLVED THAT the Board of Trustees of OHVA does not accept the resignation of Jamie Sina, as recommended by the Head of School and reviewed with the HR Committee. OHVA considers Ms. Sina to have abandoned her position as of her resignation date of January 19, 2018.

Discussion: Ms. Medeiros explained the employee seeking to resign had indicated she accepted a new position and was resigning immediately. After being told that such reason for resignation is not typically acceptable to the Board, this employee then claimed the insurance benefit package that she chose for her family was not acceptable. Dr. Stewart indicated she was not recommending acceptance of this resignation. Ms. Dorner explained the contract signed by



teachers and employees of OHVA clearly indicates the acceptance of a new position is not an acceptable reason for resignation in the middle of the school year.

Moved: Levine	Seconded: Wise	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"/>
		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"/>

c. Benefit Timeline Review

Ms. Medeiros explained that Hylant has provided information regarding the plan’s performance so far this year. Hylant has gone to market on behalf of OHVA for both a fully-insured plan as well as the partial self-funded plan, which is currently in existence. Hylant is expected to receive quotes back in mid-March which will then be reviewed with the Finance and Audit Oversight Committee and the HR Committee with the hope of bringing it before the Board at the April meeting for review and approval. Ms. Dorner informed the Board that due to the sudden increase of nearly 25% new staff, Hylant indicated there may be a need to go back to the providers and seek an amended quote.

8. Operations

a. Head of School Academic Report

Dr. Stewart presented the Board with a seven-page report. School has 13,913 students and is accepting no more students at this time. Currently, 35% of the student population has been with the school for at least a year whereas 33% have enrolled since January 1st and 32% were new this school year. OHVA has a 16% special education population. OHVA made the decision to serve the kids and provide an educational option for the students losing their school as a result of the closure of ECOT, however the available funding will be minimal compared to the actual cost. OHVA has enrolled 4,600 students since January 1, 2018, of which 4,250 were from ECOT. The increase has been seen in the high school levels which included an increase in the credit recovery, as well as a significant increase in special education students. Receiving all of the academic information from ECOT has been strained. Currently, Dr. Stewart expects additional administrative positions will be recruited.

Motion VII: Resolution regarding application of Section 7.04

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby suspends application of Section 7.04 of the contract between K12 Virtual Schools LLC and Ohio Virtual Academy as it pertains to OHVA employees who are offered jobs by K12 between now and the next Board meeting for specific jobs to perform work exclusively for OHVA, with the express understanding that K12 also agrees such individuals will have the ability to return to OHVA staff if the enrollment decreases over the course of the next 12 months, notwithstanding Section 7.04.

Discussion: Dr. Stewart requested the Board to waive the provision of the contract that prohibits her from hiring OHVA employees for the next couple of months so she can potentially offer administrative jobs to current OHVA staff. Board members expressed concerns regarding what would happen if there is a decrease in enrollment and thus resulting in a decrease in the administrative staff accordingly. Dr. Stewart indicated current projections are that there would be a 15% decrease in enrollment next year. Ms. Dorner explained the history behind the



provision in the contract, as both parties have essentially agreed they will not raid the other entity for employees. Some administrative staff commented how they believe individuals who have come through Ohio Virtual Academy into the administrative ranks benefits the overall success of Ohio Virtual Academy. Dr. Stewart agreed to the provision indicating K12 will not apply Section 7.04 for any of the individuals who return to OHVA.

Moved: Moeller	Seconded: Vasquez	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"/>
		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"/>

b. Calendar 2018-19

Motion VIII: Resolution regarding 2018-2019 School Year Calendar

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the 2018-19 School Year Calendar as presented by the Head of School. A copy of the 2018-2019 School Year Calendar is attached hereto.

Discussion: Dr. Stewart explained the new calendar for the following school year. She indicated there were some complaints received regarding the brevity of the winter vacation this past school year which she has hopefully rectified in the calendar for next year.

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"/>
		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"/>

9. Compliance

a. OCCS Monthly Report

Ms. Burke presented the Board with a four-page Board brief. She reviewed the various services provided by OCCS as well as updates with respect to various legislative issues and fiscal concerns. Ms. Burke thanked the OHVA staff, OHVA Board and the K12 administrative staff for going above and beyond over the last few weeks to address the sudden enrollment due to the closure of ECOT. OCCS only received two complaints during the enrollment period where over 4,000 students were being enrolled in OHVA.

10. Other Updates

Mr. Norton explained there was some ongoing discussion regarding the potential to bifurcate OHVA into separate schools. Recent legislation allows for a school to separate into various separate schools which may be helpful in the report cards moving forward. Ms. Sims indicated an application would need to be filed by July 1 if OHVA intended to use the bifurcation process. Mr. Norton



requested legal counsel to provide a summary of what needs to be done if the Board was to choose to bifurcate a portion of the school to become a credit recovery / drop-out prevention school.

Mr. Norton indicated that Stewart Udell has resigned as President of K12.

Ms. Sims indicated that Nate Davis will return as the CEO and Chairman.

Mr. Davenport questioned, in the wake of the Florida school shooting, whether OHVA has any concerns regarding safety. There is a sign on the front door of the building prohibiting firearms. Ms. Dorner explained the sign is typically a building owner's decision with respect to conceal carry issues. Ms. Burke indicated it was a federal requirement that no firearms be permitted in a school building other than by law enforcement personnel. This issue may be further discussed at the next Board meeting.

11. Upcoming Dates

Mr. Norton reminded all Board members of upcoming dates of events and meetings.

Meeting was adjourned at 4:18 p.m.