



# OHVA Board of Trustees Meeting

April 18, 2023 at 2:00 PM

**Our Approach:** Student-centric, Innovative

**Our People:** Passionate, Engaged

**Our Students:** Inspired, Empowered, Educated

1. Meeting called to order by President Stephen Vasquez at 2:00 PM.

**2. Roll Call/Guests:**

	Board Members	Present	Absent	Time of Arrival After Call to Order
1	Kelly Arndt – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Adam Davenport – Board Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Patricia Humbert – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Susan Lippens – Board Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Ben Lochbihler – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Gina Lopez – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Jacob Moeller – Board Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Matt Norton – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Stephen Vasquez – Board President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10	OCCS Ex-Officio Representative – Kristin Katakis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Also in attendance were: K12 Senior Head of School, Dr. Kristin Stewart; K12 Director of Academics Kyle Wilkinson; K12 Sr. Operations Manager Emily Rogers; K12 Human Resources Business Partner Melissa Warren; K12 Manager of School Compliance and Ops Tiffany Porter; K12 Special Programs Director Johna McClure; K12 Finance Manager and OHVA Designated Fiscal Officer Dawn Cummings, and OHVA Legal Counsel Renisa Dorner. Michelle Willard from Hylant was also in attendance. Various members of K12 Administrative Team were in attendance virtually.

**3. Public Participation – Opportunity for Public Comment on IDEA Part B and ARP Funds**

None.

**4. Acknowledgment of Resignation of Jennifer Wise from Board effective January 1, 2023**

Mr. Vasquez reported that Ms. Wise has provided her notice of resignation from the Board.

Mr. Vasquez thanked Ms. Wise for her years of service to OHVA.

**5. Approval of Minutes of the Regular Meeting of December 6, 2022**

Mr. Davenport moved to approve the minutes as written; Ms. Lippens seconded; and all in attendance voted in favor.

**6. Revisions to Board Policy Manual**

**Motion I: Resolution regarding Board Policy Manual**



**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the Board Policy Manual, a copy of which is attached hereto, that has been revised as of this date. The attached Board Policy Manual shall replace the prior one in its entirety.

**Discussion:** Ms. Dorner summarized the changes being made to the Board Policy Manual due to the change in Board structure.

<b>Moved:</b> Lopez	<b>Seconded:</b> Norton	<b>Vote:</b> Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Humbert	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"/>

**7. Operations**

**a. Head of School Report**

Dr. Stewart presented a 3-page Head of School report showing enrollment at 14,590 with 2484 (17%) special education. Enrollment is expected to decrease through end of year. The top reasons for students withdrawing from OHVA included enrolling in preferred school, lack of socialization, student not motivated in online environment, and learning coach is not available. Currently 72% of students have re-registered for the 23-24 school year. State testing included 50 sites with 9,818 students involved. Mr. Wilkinson reported that additional security was being provided at the various sites.

**b. Academic Report**

**i. PBIS Overview**

Mr. Wilkinson introduced Robin Harvey who provided a 12-page PowerPoint presentation regarding the PBIS program as well as the SEL program. OHVA uses Live School for the PBIS program and 7 Mindsets for the SEL program. All students are part of Tier 1 and currently 564 students are in Tier 2 and 3. There were 1400+ rewards provided during first semester and 700+ so far during the second semester.

**ii. Mid-Year Progress (growth)**

Mr. Wilkinson reviewed a 12 page PowerPoint presentation showing the assessments of students and the growth shown between assessments. Mr. Wilkinson also reported that 83% of seniors were meeting the necessary credits for graduation and 23 seniors graduated early after the first semester.

**iii. One Needs Assessment / School Improvement Plan**

**Motion II: Resolution regarding One Needs Assessment / School Improvement Plan**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the School Improvement Plan for 2024 – 2026, a copy of which is attached hereto, as recommended



by the Head of School. The Head of School is authorized to determine who shall have access and the type of access such individuals shall have in the One Needs Assessment program through the Ohio Department of Education. Further, the Head of School shall be responsible for confirming that the fiscal resources to implement the School Improvement Plan are properly submitted as part of the annual funding application.

**Discussion:** Shana VanGrimbergen reviewed a 7 page presentation related to the goals for school improvement over the next 3 years which includes a 3% increase yearly in graduation rate, 75% of 3-8 students will show 1 year of growth in reading, 75% of 5-8 students will demonstrate 1 year of growth in mathematics and 50% of students will increase participation in positive behaviors. While this is a 3 year plan, it can be adjusted as needed during the 3 year cycle.

<b>Moved:</b> Norton	<b>Seconded:</b> Lopez	<b>Vote:</b> Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Humbert	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"/>

**c. Operations Report**

**i. Residency Verification Update**

Ms. Rogers reviewed a summary of efforts to verify residency during the months of December through March. OHVA administration processed nearly 15,000 addresses through Verimove each month and identified approximately 400 forwarding addresses each month. She reported that OHVA administration followed up on the flagged addresses each month.

**d. Special Programs Report**

Ms. McClure reviewed the services provided by the at risks services team led by Heidi Ragar. One program offered is Cardy’s Closet which provides items for struggling families. She briefly reported on the recent complaint filed by one family which is currently scheduled for mediation.

**e. Office Space/Property Lease Discussion**

**Motion III: Resolution regarding Property Lease Amendment**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves and authorizes OHVA Head of School to execute any documents necessary with landlord JMS Real Estate, after consultation and approval of OHVA legal counsel, to effectuate a downsizing from the second floor of 1690 Woodlands to the first floor of 1690 Woodlands consistent with the presentation, recommendation and space design concepts recommended by the Head of School.

**Discussion:** Ms. Rogers explained the proposal regarding downsizing the current office space utilized by OHVA administration. Dr. Stewart explained the reduction in space is primarily due to more individuals working remotely. Ms. Dorner confirmed that the Lease Amendment would contain language that would allow termination if sponsor contract is not renewed.



**Moved:** Norton

**Seconded:** Moeller

**Vote:** Davenport

Y  N

Humbert

Y  N

Lippens

Y  N

Lopez

Y  N

Moeller

Y  N

Norton

Y  N

Vasquez

Y  N

**8. Finance**

**a. Bank reconciliation (October, November, December, January, February, and March)**

**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 2022, November 2022, December 2022, January 2023, February 2023, and March 2023 as recommended by the School Treasurer.

**Discussion:** Mr. Moeller confirmed he had an opportunity to review the bank reconciliations for the months stated as presented by the School Treasurer and they appeared appropriate.

**Moved:** Moeller

**Seconded:** Norton

**Vote:** Davenport

Y  N

Humbert

Y  N

Lippens

Y  N

Lopez

Y  N

Moeller

Y  N

Norton

Y  N

Vasquez

Y  N

**b. Review budget**

Ms. Cummings reviewed a 7-page PowerPoint presentation summarizing the current status of budget and forecasts. The current forecast shows a \$36,000 surplus based on 14,993 enrollment. She also reported that the FY22 audit was finalized with no findings or management comments.

**9. Personnel/Staff Development**

**a. Employee Hiring**

**Motion V: Resolution regarding approval of Employment Agreements**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the OHVA Employment Agreements of the following individuals as recommended by the Head of School:

Employee Name (Last Suffix, First MI)	Job	Last Hire Date
Henkel, Brannon J.	Intervention Spec HS	01/03/2023
Steele, Valerie	Intervention Spec HS	01/23/2023



Yanni, Melissa J.	Intervention Spec MS	01/03/2023
Clellan, MaKayla M.	Intervention Spec HS	01/03/2023
Johnson-Taylor, Allante	Teacher HS	02/21/2023
Ross, Andrea	Teacher HS	03/06/2023

**Discussion:** Dr. Stewart introduced the new Human Resources Business Partner servicing OHVA, Melissa Warren. Dr. Stewart explained that all hires were based on need either due to enrollment or attrition.

**Moved:** Davenport      **Seconded:** Lopez      **Vote:** Davenport      Y       N   
 Humbert      Y       N   
 Lippens      Y       N   
 Lopez      Y       N   
 Moeller      Y       N   
 Norton      Y       N   
 Vasquez      Y       N

**b. Employee Resignations**

**Motion VI: Resolution regarding employee resignations**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the resignations of the individuals listed below as recommended by the Director of Academics, as of the termination dates listed below, based on the unique circumstances presented by these individuals:

Employee Name (Last Suffix, First MI)	Job	Termination Date
Crowell, Samantha L.	Teacher Instruct Support	01/04/2023
Hostetter, Jessica	Intervention Spec 3-5	02/03/2023
Lauth, Lori A.	Teacher HS	01/06/2023
Livengood, Katie J.	Intervention Spec K2	01/03/2023
Rubin, Adrienne S.	Advisor	12/16/2022
Judge, Mindy S.	Teacher HS	02/14/2023
Markota, Michelle L.	Advisor	02/08/2023

**BE IT FURTHER RESOLVED THAT** the Board of Trustees of OHVA hereby rejects the resignations of the individuals listed below who have abandoned their positions at OHVA as of the termination dates indicated below:

Employee Name (Last Suffix, First MI)	Job	Termination Date
Hague, Pamela L.	Intervention Spec MS	01/10/2023
Johnston, Eric C.	Transition Svcs Liaison	03/03/2023

**Discussion:** Dr. Stewart reported that the resignations being accepted had been for acceptable reasons and that the resignations being rejected were due to the familiar of these individuals to provide an acceptable reason or notice.



**Moved:** Norton

**Seconded:** Davenport

**Vote:** Davenport

Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>

Humbert

Lippens

Lopez

Moeller

Norton

Vasquez

**c. Waiver for OHVA employee to work for Stride for national program**

**Motion VII: Resolution regarding hiring OHVA teacher as an enrichment instructor**

**BE IT RESOLVED THAT** the Board of Trustees of 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 LLC with respect to the employment of OHVA Teacher Charity Sphar through an independent contractor agreement or otherwise by Stride Inc. or one of its affiliates (“K12”) in a position as an enrichment program instructor for the Scratch Coding program offered by K12 after OHVA school hours. Because OHVA has no involvement in selecting or responsibility for overseeing OHVA employees who are hired by K12 as enrichment program instructors, OHVA will not consider such position when making OHVA employment decisions. All OHVA employees who accept a position with K12 must understand their primary responsibility is to OHVA and any position with K12 must not interfere with their employment obligations to OHVA. No portion of an OHVA employee’s compensation received from OHVA shall be considered as compensation for the position with K12.

**Discussion:** Dr. Stewart reported to desire to hire this employee to work after school for K12. Ms. Dorner explained the contract provision that needs to be waived to allow such employment.

**Moved:** Davenport

**Seconded:** Vasquez

**Vote:** Davenport

Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>

Humbert

Lippens

Lopez

Moeller

Norton

Vasquez

**d. Employee Benefits**

**Motion VIII: Resolution regarding the Employee Benefits Offered for the 2023-2024 year**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves offering employee benefits consistent with the attached presentation from Hylant as recommended by the Senior Head of School, and summarized for approval as follows:



1. OHVA will remain partially self-insured for medical and prescription benefits through United Healthcare with the added RX discount and rebate guarantees. Also, United Healthcare will provide medical administration and stop loss coverage with a \$100,000 deductible with an expected increase of approximately \$144,000 in fixed costs. Employee contributions shall remain unchanged.
2. OHVA will continue to offer a High Deductible Health Plan (“HDHP”) option that includes a Health Savings Account. OHVA will continue to contribute to the HSA at the rate of \$250 for single / \$500 for family. Consistent with IRS guidelines, the deductibles for the HDHP shall be increased to \$1,500 single and \$3,000 family.
3. OHVA will continue to offer a PPO Plan option and the deductibles shall be increased to \$950 single and \$2,750 family.
4. OHVA will continue to offer employees the ability to purchase voluntary vision through United Healthcare with rate the guarantee through August 1, 2024. OHVA continues to offer employees the ability to purchase voluntary long-term disability insurance through Lincoln.
5. OHVA will continue to provide employees with group Life & AD&D insurance and short term disability insurance but will move this coverage to Lincoln with a rate guarantee for 3 years through August 1, 2026.
6. United Healthcare will provide HSA, FSA & COBRA administration. Hylant will assume the expense for the COBRA administration.
7. OHVA will continue to offer dental benefits through Delta Dental with a two-year rate guarantee through August 1, 2025. The employee premium rate shall remain unchanged.
8. OHVA will continue its Wellness Program consistent with the presentation.
9. OHVA will continue to offer an Employee Assistance Program (“EAP”) through United Healthcare/Optum at the increased cost to OHVA of \$1.49 PEPM for 5 sessions but provided at no cost to employees.

**Discussion:** Ms. Willard from Hylant had previously provided a lengthy video and written presentation regarding the employee benefits offered and recommendations for approval. Ms. Dorner explained that Dr. Stewart has recommended that there not be an increase in employee contributions. There will be an increase in the deductibles as required by the IRS.

<b>Moved:</b> Norton	<b>Seconded:</b> Davenport	<b>Vote:</b> Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Humbert	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"/>

## 10. Compliance

### a. OCCS Report

- i. Ms. Katakis briefly reviewed a 9-page Board Brief which included legislative updates and sunshine law requirements. She also described the Walleye event that OCCS hosted that allowed selected OHVA students to become a Walleye for the day.



**b. Health and Safety Review**

**Motion IX: Resolution regarding Review of Health and Safety Policies**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby directs the Head of School to periodically review the policies and procedures of the Board to ensure students, employees, and other persons using the school building are safe from any known hazards in the building or on the building grounds that, in the judgment of the Head of School, pose an immediate risk to health or safety. The Head of School shall further ensure that the policies and procedures of the Board comply with all federal laws and regulations regarding health and safety applicable to school buildings. It is recognized by the Board that the school building occupied by OHVA is leased primarily for administrative purposes and not for the instruction, training or extracurricular activities of OHVA students which is essentially conducted on-line. Notwithstanding, the Head of School shall immediately bring to the attention of the Board if any health or safety concerns arise. The OHVA Board periodically reviews its policies concerning the health and safety related to the school building and based on the recommendation of the Head of School has determined that no changes are needed at this time.

**Discussion:** Dr. Stewart reported OHVA administration had reviewed OHVA’s policies and no changes were being requested.

<b>Moved:</b> Davenport	<b>Seconded:</b> Lippens	<b>Vote:</b> Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Humbert	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"/>

**c. 2024-2025 School Calendar**

**Motion X: Resolution regarding 2024-2025 School Year Calendar**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the 2024-2025 School Year Calendar, a copy of which is attached hereto, as recommended by the Head of School.

**Discussion:** Mr. Wilkinson reported that consistent with efforts to keep parents and staff informed of the school calendar in advance that the attached is the recommended calendar for FY25.

<b>Moved:</b> Moeller	<b>Seconded:</b> Lopez	<b>Vote:</b> Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Humbert	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  N

**d. Use of Tobacco Policy**

**Motion XI: Resolution regarding Tobacco Use Policy**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the following Use of Tobacco Policy, which shall replace the existing Tobacco Use policy in its entirety, as recommended by the Head of School.

**Use of Tobacco**

Ohio Virtual Academy and its Board of Trustees is committed to providing students, staff and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with secondhand smoke, are well established. Further, providing an indoor non-smoking and tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students.

For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, cigarette, pipe, chewing tobacco, snuff, or any other matter or substances that contain tobacco, as well as electronic, “vapor,” or other substitute forms of cigarettes. Additionally, “use of betel nuts” shall mean any and all use, possession, consumption or chewing of the areca nut (commonly known as the betel nut) or substances containing the areca nut. Papers used to roll cigarettes and smoking clove cigarettes or other substances are also prohibited.

The term “tobacco” includes any produce that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices, but does not include any cessation product approved by the USDA for use as a medical treatment to reduce to eliminate nicotine or tobacco dependence.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, OHVA prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco products on school premises, in vehicles used for school purposes, within any indoor facility owned or leased or contracted for by the school, and used to provide education or library services to children, and at all school-sponsored events.

OHVA cannot, even by indirection, condone the use of tobacco or the use of betel nuts. As such, OHVA prohibits the use of tobacco or betel nuts on school property and any school-related event.

**Discussion:** Dr. Stewart explained that the policy needed to be revised to include the insertion of “betel nuts.”

<b>Moved:</b> Norton	<b>Seconded:</b> Moeller	<b>Vote:</b> Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Humbert	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"/>

**e. Fixed Asset Accounting Policy**



**Motion XII: Resolution regarding Fixed Asset Accounting Policy**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the Fixed Asset Accounting Policy, a copy of which is attached hereto, as recommended by the Head of School. This new policy shall replace the prior policy in its entirety.

**Discussion:** Dr. Stewart reviewed that the major change to the policy was from \$1,000 to \$5,000.

<b>Moved:</b> Moeller	<b>Seconded:</b> Lopez	<b>Vote:</b> Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Humbert	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"/>

**f. Equipment Inventory Policy**

**Motion XIII: Resolution regarding Equipment Inventory Policy**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the Equipment Inventory Policy, a copy of which is attached hereto, as recommended by the Head of School.

**Discussion:** Ms. McClure explained that a special education auditor recommended that OHVA have a policy concerning equipment inventory. Ms. Dorner reported that she had reviewed.

<b>Moved:</b> Lippens	<b>Seconded:</b> Humbert	<b>Vote:</b> Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Humbert	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"/>

**g. Performance and Accountability Plan Amendment**

**Motion XIV: Resolution regarding Amended Attachment 5 to Amended Community School Contract with OCCS**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the Amended Attachment 5: Performance and Accountability, as attached hereto and incorporated herein, as recommended by the Head of School. The Board hereby authorizes OHVA Board President to sign on behalf of OHVA any document necessary to reflect this Amendment to the Amended Community School Contract with OCCS. The Head of School shall



immediately implement any steps necessary to meet the requirements set forth in the amended Attachment 5: Performance and Accountability.

**Discussion:** Dr. Stewart explained that the major change was the wording from grade letters to stars as well as the comparison schools to be used.

<b>Moved:</b> Davenport	<b>Seconded:</b> Moeller	<b>Vote:</b> Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Humbert	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"/>

**h. Graduation Logo**

**Motion XV: Resolution regarding Graduation Logo**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves the graduation logo, a copy of which is attached hereto. Further, the Board permits and authorizes OHVA students and their parents to use the graduation logo as part of their graduation celebrations. If necessary, the Head of School or designee is permitted to sign permission forms and provide the graduation logo for such use. All other uses of the graduation logo is expressly prohibited.

**Discussion:** Dr. Stewart explained that a parent had requested permission to use the OHVA logo on a graduation cake. Mr. Vasquez requested that a specific “graduation logo” be developed and only that logo would be permitted to be used for graduation celebrations.

<b>Moved:</b> Norton	<b>Seconded:</b> Davenport	<b>Vote:</b> Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Humbert	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"/>

**i. Extension of K12 Contract**

**Motion XVI: Resolution regarding Extension Amendment**

**BE IT RESOLVED THAT** the Board of Trustees of OHVA hereby approves and authorizes OHVA Board President to sign the document entitled Extension Amendment to Third Amended and Restated Education, Administrative, and Technology Services Agreement, a copy of which is attached hereto. OHVA Legal Counsel is directed to obtain the signature of K12 Virtual Schools LLC on this same document and report at the next meeting whether the extension has been agreed to by all parties.



**Discussion:** Ms. Dorner explained that due to the OCCS contract expiring in 2 years that it was recommended to merely extend the K12 contract for another year. The expectation is that efforts will be made to renew the sponsor contract during FY24 and then OHVA would be in a better position to consider the management contract with K12.

<b>Moved:</b> Norton	<b>Seconded:</b> Lippens	<b>Vote:</b> Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Humbert	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"/>

### 11. Upcoming Event Dates and Communications

**a. Board Meetings**

Mr. Vasquez reminded everyone that the next Board meeting will be held on May 16, 2023 and any Board member who will be unable to attend should notify Ms. Dorner to confirm quorum.

**b. Graduation – June 4, 2023 at 1:00 p.m. at the Celeste Center in Columbus**

Mr. Vasquez reported that if available that Board members should attend graduation ceremony as it is very rewarding.

Having no further business, Mr. Vasquez adjourned the meeting at 3:55 p.m.



# **Board of Trustees**

# **Policy Manual**

Updated February 21, 2023

# **Selection of Trustees**

## **Process of Election to the Board of Trustees**

Prospective Board candidates can express their interest in becoming a member of the Ohio Virtual Academy Board of Trustees by submitting their resume and letter of interest to the Head of School. The Head of School shall then forward this information to the Board President for review by Board President and Board Vice President. After review and a determination that the prospective Board candidate warrants further consideration based on the needs of the Board and review of information provided by the candidate, the Board President shall proceed to interview the candidate. Following the Board President's interview of the candidate, the Board President may then move the candidate forward in the nomination process by submitting the candidate to the Board Vice President who shall interview the candidate. The Board President or the Board Vice President may recommend for election at the next Board meeting the prospective Board candidate. The prospective Board candidate's resume and letter of interest shall be provided to all Board members prior to any election.

Trustees may only be elected at a meeting of the Board of Trustees by a vote of a majority of the then serving Trustees. Each Trustee shall hold office for three (3) years from the date of his or her election as Trustee or until his or her earlier resignation, removal from office, or death. Upon the expiration of their initial term, the Trustee may continue to serve for successive one year terms until their successors are selected or until their earlier resignation, removal from office, or death.

## **Nomination / Election of Officers**

The Board of Trustees shall annually elect the following officers: President, Vice President, Secretary, and Treasurer. An individual may hold more than one office. The election of officers is held during the Board's Annual Meeting and may be presented as a single motion for a slate of officers.

The Board President is expected to serve in such capacity for at least two years. The Board Vice President is presumed to be the next Board President, unless otherwise voted by the Board, and should serve in such capacity for at least two years prior to being elected as the Board President. Prior to being elected as Board Vice President, a Board member should serve in a leadership role as the Board Secretary or Board Treasurer.

During the month of July, each Board member will notify the Board Secretary in writing, email is acceptable, if they are willing to serve as an officer of the Board for the ensuing year. During the month of July but not after July 15, the Secretary will send an email reminder to all Board members regarding notifying the Secretary if they are willing to serve as an officer of the Board for the ensuing year. If a Board member does not notify the Secretary, the Secretary may presume the Board member does not desire to serve as a Board officer. If the Secretary desires to serve as an officer, the Secretary must notify the President in writing, email is acceptable, during the same time period. Upon determining that a Board member is committed to serving the Board as an officer, the Secretary shall provide to the Board President by August 1 the list of Board members who have expressed a commitment to serve as a Board officer, and may include themselves in this list if proper notification was made to the President. Prior to the Board's Annual Meeting, the Board President and Board Vice President will review all Board members who have expressed a desire to serve as an officer in order to provide a recommendation to the Board.

At the Board's Annual Meeting, the Board President or Board Vice President shall present a recommendation either as a motion for a slate of officers or as a separate motion for each officer position beginning with the Board President.

## **Description of Officer Duties**

Officer responsibilities are described in the Amended and Restated Code of Regulations for Ohio Virtual Academy.

# **Authority and Power**

## **Authority and Power of Board**

The Ohio Virtual Academy Board of Trustees is the governing authority of the Ohio Virtual Academy, a community school authorized pursuant to Chapter 3314 of the Ohio Revised Code. The power of the Board of Trustees, hereinafter sometimes referred to as the “Board,” consists of those matters expressly granted by Ohio statute, agreed to by contract and to those matters which may be implied from such powers specifically delegated as being necessary.

## **Board Member Powers**

Board members have authority only when acting as a Board in an open public meeting. The Board shall not be bound in any way by any statement or action on the part of any committee, individual Board member or employee, except when such statement or action is in pursuance of specific instructions by a majority of the Board.

Board members as individuals do not separately possess the powers that reside in the Board of Trustees. The only exception is when specific Board members are expressly authorized by law or by this Board to carry out a power possessed by the Board as a whole. No Board member shall be denied facts or materials required for the proper performance of his/her duties to which she/he is legally entitled.

If an individual Board member seeks information, such request should be directed to the Head of School and copied to the Board President. The Head of School will assign the appropriate staff member to respond to the request for information. A response shall be provided promptly to the Board member with a copy to the Board President. If appropriate, the requesting Board member or the Board President may direct the Head of School to send the information to all or some of the Board members.

Any Board member may consult directly with legal counsel for OHVA.

## **Board Jurisdiction**

The Board of Trustees may assume jurisdiction over any dispute or controversy arising within OHVA and concerning any matter in which authority has been vested in the Board by statute, rule, a contract, or policy of this Board.

The policies of the Board of Trustees are written to be consistent with the provisions of law, but not necessarily to incorporate the same. All employees are expected to know and shall be held responsible for observing all provisions of law pertinent to their activities as employees of OHVA. Similarly, OHVA administrators are expected to know and shall be held responsible for observing all provisions of law pertinent to their activities as administrators at OHVA.

## **Board Orientation**

The Head of School shall provide each new Board member, within 30 days of appointment to the Board, the following items:

1. Copy of the Ohio Ethics Law, ORC Chapter 102 and ORC 2921.42
2. Copy of the Board policy manual
3. Copy of charter contract
4. Copy of management contract
5. Copy of current budget statement, audit report, and related fiscal materials
6. Copy of Amended and Restated Code of Regulations
7. Board member contact information
8. School administration contact information

Each new Board member is invited to meet with the Board President, the Head of School, the designated fiscal officer and OHVA legal counsel to discuss Board functions, policies, and procedures.

### **Board Training (required)**

Each Board member must complete all training required under any contractual obligation or statutory obligation. The Head of School or designee shall maintain records concerning the required training and shall notify a Board member if required training has not been completed. If after 30 days the Board member has still not completed the required training, the Head of School shall inform the Board President of the situation. All Board members understand and agree that failure to complete required training can, and will likely, result in removal from the Board.

### **Contractual Obligations**

The Board of Trustees has entered into a contract entitled *Renewal Contract for Community School* with the Ohio Council of Community Schools (designee of the Board of Trustees of the University of Toledo) for the authority to operate a community school pursuant to Ohio Revised Code Chapter 3314. The contract with the Ohio Council of Community Schools may be referenced herein as the “charter contract.” In addition, the Board of Trustees has entered into a contract entitled *Second Amended and Restated Educational Products and Administrative and Technology Services Agreement* with K12 Ohio LLC, which was later assigned to K12 Virtual Schools LLC, for the management and operation of OHVA. The contract with K12 Virtual Schools LLC may be referenced herein as the “management contract.”

### **Head of School Authority and Power**

Through its management contract with K12 Virtual Schools LLC (K12), the Board has delegated certain administrative powers including the hiring and supervising of the Head of School. While an employee of K12, the Head of School is also accountable to the Board for his or her performance in serving as the chief administrative officer of OHVA. In addition to enforcing all legal requirements, contractual obligations as well as policies established by the Board, the Head of School is responsible for preparing and establishing procedures for the efficient administration of OHVA consistent with applicable laws, regulations and policies. These administrative procedures shall be binding on the employees and students of OHVA when issued. The Head of School shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided such action is reported to the Board at the very next meeting following such action. At that time, the Board may take action consistent with the Head of School or not.

### **Reimbursed Expenses**

The following guidelines have been established by the Board of Trustees to ensure appropriate and proper reimbursement of expenses for Board members.

Expenses will be reimbursed only for activities authorized by the Board. Reimbursement for mileage to attend Board approved activities will be at the current IRS rate. When attending a Board-approved activity, all fees, parking, mileage, meals, and housing can be submitted for reimbursement. Purchase of any printed or other materials necessary in the performance of Board member duties will be reimbursed. Entertainment expenses are not reimbursable. A voucher detailing the amount and nature of each expense, as well as a receipt for each expense, must be submitted to the Head of School for approval within sixty (60) days after the expenses have been incurred.

The Board recognizes the value of membership and attendance at conferences and meetings at the local, County, State, and National level. Attendance at local, County, State, National workshops and conferences is encouraged. Each Board member is expected to report back to the Board after attending a conference at OHVA expense. The Board President will regularly receive a record of Board member attendance at conferences.



# **Code of Ethics, Conflict of Interest and Vendor Relations**

## **Code of Ethics**

The Board believes quality public education and good Board service should be conducted in an ethical manner with traditional principles such as honesty, trust, fairness, and integrity. Each Board member's conduct must follow Ohio's ethics law. In addition, while serving as a member of the Board of Trustees, each member is expected to abide by the following code of ethics:

1. The first and greatest concern of a Board member must be the educational welfare of all students
2. Obey the laws of Ohio and the United States.
3. Respect the confidentiality of privileged information.
4. Recognize that, as an individual, a Board member has no authority to speak or act for the Board.
5. Work with other Board members to establish effective Board policies.
6. Understand the authority for the administration of OHVA has been contractually delegated to the Head of School and staff.
7. Encourage ongoing communications among Board members, the Board, students, teachers, administrative staff, and the community.
8. Render all decisions based on the available facts and his/her independent judgment rather than succumbing to the influence of individuals or special interest groups.
9. Make every effort to attend all Board meetings.
10. Become informed concerning the issues to be considered at each meeting.
11. Improve boardmanship by studying educational issues and by participating in available training programs.
12. Support the employment of staff members based on qualifications and not as a result of any undue influence.
13. Cooperate with other Board members and administrators to establish a system of regular and impartial evaluations.
14. Avoid conflicts of interest or the appearance thereof.
15. Refrain from using a Board position for personal benefit or benefit of family members or business associates.
16. Express personal opinions but, once the Board has acted, accept the will of the majority.

## **Conflict of Interest**

The Ohio Revised Code explicitly prohibits conflict of interest situations for all Board members, employees and agents of OHVA.

Decisions made by employees in the performance of their school-related responsibilities must be made in the best interest of the school. In reaching these decisions, employees must not be influenced by personal considerations which might consciously or unconsciously affect judgments as to what is in the best interests of OHVA. Similarly, Board members and agents of OHVA must also exercise judgment as to what is in the best interests of OHVA.

For example, a possible conflict of interest exists when any of the following occurs:

1. When a Board member has any personal interest, financial or otherwise, in any organization which might profit from his/her decision made as a Board member.

2. When a Board member has other employment or any responsibility for the operation of any business, or devotes substantial amounts of time to any other income-producing activity where such outside employment, responsibility or activity may interfere with the satisfactory performance of his/her duties with OHVA.
3. When a Board member solicits or receives any money in addition to that received from OHVA for the performance of his/her school duties.
4. When a Board member uses or discloses confidential information gained in the course of or by reason of his/her position or activities in any way that could result in personal advantage or financial gain for himself/herself or for any other person.
5. When a Board member knowingly authorizes, or uses his/her office to secure authorization of any public contract or to secure the investment of public funds in any security in which s/he or a member of his/her family or a business associate has any interest.

If a Board member perceives a possible conflict of interest, it should be disclosed and a record of such disclosure should be recorded in the Board minutes.

A question of possible conflict of interest must be regarded as a matter of major importance. The disclosure of such a conflict and the determination of whether it is material are necessary for the protection of both the Board member and the integrity of OHVA.

Board members shall not accept any form of compensation from vendors that might influence their decision on the eventual purchase of equipment, supplies, or services. Furthermore, Board members shall not accept any form of compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from a vendor. In addition, Board members shall not enter into a contractual arrangement with a vendor seeking to do business with the OHVA, or a vendor with whom OHVA is doing business, whereby an individual Board member receives compensation in any form for services rendered. Such compensation includes, but is not limited to, cash, check, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, gift cards, tickets, passes, and other such things of value. In the event a Board member receives such compensation, the Board member shall immediately notify OHVA's designated fiscal officer, in writing, that s/he received such compensation and shall thereafter promptly transmit such compensation to the designated fiscal officer.

Nothing herein shall prevent a Board member who attends a conference held by an association from accepting a meal, or attending a reception or open house, the cost of which is financed by a private party so long as the meal, reception, or open house is: (1) of an ordinary, routine character; (2) at an educational or informational event; and (3) open to all of the officials and employees attending the event.

A Board member whose spouse/partner is an employee of OHVA may not vote, authorize, or use the influence of his/her office to secure approval of any contract with his/her spouse/partner. Neither may s/he vote, deliberate, discuss, or otherwise attempt to influence a collectively-bargained, negotiated agreement affecting his/her spouse/partner if the agreement includes provisions for health insurance.

The Head of School will develop procedures which require an annual written acknowledgement of this policy by each employee and administrator of OHVA.

## **Vendor Relations**

The Board of Trustees shall not enter a contract knowingly with any supplier of goods or services to OHVA under which any Board member or officer, employee, or agent of OHVA has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract.

Board members, school personnel and school administrators shall not accept any form of compensation from vendors that might influence their recommendations on the eventual purchase of equipment, supplies, or services. Furthermore, Board members, school personnel and school administrators shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor. In addition, Board members, school personnel and school administrators who recommend

purchases, shall not enter into a contractual arrangement with a vendor seeking to do business with OHVA, or a vendor with whom OHVA is doing business, whereby an individual board member, school administrator or staff receives compensation in any form for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, gift cards, passes, and other such things of value.

In the event that a Board member, school personnel or school administrator receives such compensation, albeit unsolicited, from a vendor, the Board member, school personnel or school administrator shall notify OHVA's designated fiscal officer, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the fiscal officer at his/her earliest opportunity.

All salespersons shall seek permission from the Head of School before contacting any teachers, students, or other personnel of OHVA. Individuals responsible for purchasing goods or services to be paid from the OHVA budget shall not show any favoritism to any vendor. Each order shall be placed in accordance with policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.

# **Communications**

## **Public Statements**

The Board President functions as the official spokesperson for the Board and inquiries seeking a statement from the Board shall be directed to the Board President. Any public statement made by a Board member other than the Board President, unless otherwise authorized by Board action, is not a statement from the Board.

From time-to-time, however, individual Board members may make public statements on school matters to local media and/or to local or State officials. Board members should, when writing or speaking on school matters to the media, legislators, or other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

## **Board Communication**

The Board President may respond to correspondence received by the Board as a whole. If the correspondence concerns matters more properly directed to a member of the administration, the Board President may direct such correspondence to the Head of School for a proper response. A copy of any response will be provided to all Board Members.

The Board of Trustees desires to maintain open channels of communication between itself and the school community including the administrators, teachers, staff, students, and parents. The Board has an email address for receipt of written communications. Individuals sending a message to the Board email address will receive an auto-reply message essentially explaining the following:

*Thank you for your email to the Ohio Virtual Academy Board of Trustees. Because the Ohio Virtual Academy Board of Trustees is a public body under Ohio law, its business must be conducted during an open meeting. The Board can only deliberate and decide issues during an open meeting. For this reason, you should not expect to receive an immediate response to your email.*

*Please take note of the following:*

- 1. If your email to the Ohio Virtual Academy Board of Trustees is a request for public records, such request must be made directly to the Head of School of Ohio Virtual Academy and not to the Board through this email address.*
- 2. If your email expresses a concern to the Ohio Virtual Academy Board of Trustees, then such concern should be brought before the Board during the public comment portion of an open meeting. The date, time, and location of all meetings of the Board of Trustees can be found on the [www.ohva.org](http://www.ohva.org) website under the heading "Who We Are" and then click on "Governing Board." You are welcome to attend a Board meeting and voice your concern.*
- 3. If your email articulates an issue more appropriately addressed by school administrators, educators or staff, then you will receive a response to your email from one of these individuals.*
- 4. If your email is an employment appeal, such appeal must be filed with Human Resources for submission and consideration by the Board at its next meeting.*

Upon receipt of an email message to the Board's email box, the Head of School shall immediately notify the Board President and OHVA legal counsel of such receipt and action, if any, taken. If appropriate, the Board President may place the issue on the agenda of the next regularly scheduled Board meeting or request a specific Board member to review the issue. This procedure is not intended to deny any person their right to be heard on important matters during a public meeting of the Board.

## **Board Meetings**

### **Quorum and Presiding Officer**

A majority of the full Board members present in person at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum.

The Board President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act instead. If neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

### **Agenda Items for Board Meetings**

The Head of School, in consultation with the Board President, shall submit a draft agenda to all Board members approximately two weeks prior to a Board meeting. Board members shall review the draft agenda and notify the Head of School and Board President of any additional items to be included on the agenda within five (5) days after receiving the draft agenda. Approximately one week prior to the Board meeting, the Head of School shall submit a Board packet to all Board members containing the agenda, all documents referenced in the agenda, draft motions and proposed resolutions. The draft motions and proposed resolutions are subject to change at any time. The Board packet can be submitted in an electronic format. If any change is made to the packet after initially being sent to the Board members, the Head of School must promptly notify Board members of the change.

The final agenda submitted to the Board in the Board packet will be deemed approved by the Board unless a motion is made and carried to amend the agenda at the meeting.

### **Notification of Board Meetings**

The Head of School or designee shall publish the schedule of all Board meetings including the date, time, and location on the [www.ohva.k12.com](http://www.ohva.k12.com) website. This notification will be found under the heading "About Our School" and then clicking on "School Board." This notice shall also contain the following statement: "Upon request to the OHVA office, the school shall make reasonable accommodation for a disabled person to be able to participate in this activity." In addition, the Head of School or designee shall post the schedule of all Board meetings including the date, time, and location at the front of the OHVA offices with a special indication of the next Board meeting.

Notice of the time, place, and purpose of each special meeting shall be given to the news media twenty-four (24) hours in advance of the meeting, except that when an emergency requires the immediate official action of the Board, the member(s) calling the meeting or OHVA legal counsel shall immediately notify the media requesting such notice of the time, place, and purpose of the meeting.

Notice of meetings at which the specific type of public business is to be discussed shall be sent to all persons requesting such notice, provided that such persons supplies the Head of School with stamped, addressed envelopes for the purpose of receiving notification or a proper email address.

### **Public Comment at Board Meetings**

The Board of Trustees recognizes the importance of allowing members of the public to express themselves on school matters of community interest.

Any person or group wishing to speak during Public Comment shall register their intent with the Head of School before the beginning of Board meeting by providing their name, affiliation and topic to be addressed. Such requests shall be subject to approval by the Board President. In order to permit the fair and orderly expression of such comment, each statement made by a participant shall be limited to three (3) minutes duration, unless extended by the Board President. A group of three (3) or more may have ten (10) minutes to present their topic.

No participant may speak more than once on the same topic. All statements shall be directed to the Board President; no person may address or question Board members individually.

The Board President may interrupt, warn, or terminate a participant's statement when the statement is, personally directed, abusive, inappropriate or regarding any personnel matter. The Board President may also request any individual to leave the meeting when that person does not observe reasonable decorum.

The aggregate time frame permitted for public comment shall not exceed 20 minutes during any Board meeting. If the number of individuals wishing to speak during public comment is more than six, then each individual will be limited in time so as not to exceed 20 minutes. Based on the business needs of the Board, the Board President has the discretion to extend or reduce the time frame in the agenda for public comment.

The Board appreciates all participants for their interest and involvement in Ohio Virtual Academy. The Board as a whole, or its individual members, will not typically respond during public participation. The Board is not required to take any action as a direct result of public participation. The Board President may direct the Head of School to consider the comments made and provide a recommendation to the Board at a later meeting.

### **Executive Session at Board Meetings**

The Board and its committees and subcommittees reserve the right to meet privately in executive session solely to discuss one (1) or more of the following issues exempted from open public meetings:

1. Consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, official, or student.
2. Investigation of charges or complaints against a public employee, official, licensee, or student unless such employee, official, licensee or student requests a public meeting; except that consideration of the discipline of a Board member for conduct related to the performance of his/her duties or his/her removal from office shall not be held in executive session.
3. Consideration of the purchase of property or sale of property at competitive bidding, if premature disclosure or information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest.
4. Discussion, with the Board's legal counsel, of disputes involving the Board or School that are the subject of pending or imminent court action.
5. Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of employment.
6. Matters required to be confidential by Federal or State laws, rules or regulations.
7. Specialized details of security arrangements where disclosure might reveal information that could be used for the purpose of committing or avoiding prosecution for a violation of law.

### **No action may be taken in executive session.**

Any member may make a motion for an executive session, and must state the purpose or purposes of the session by citing one (1) or more of the reasons set forth above. If the session is to discuss a personnel matter listed in paragraph 1 above, the particular subject for which the session has been called must be identified in the motion. The motion does not need to name the person. Upon receiving a second to the motion and a majority roll-call vote of those present and voting, the Board President shall declare the Board in executive session.

In keeping with the confidential nature of executive sessions, no member of the Board, committee or subcommittee shall disclose the content of discussions that take place during such sessions. All members of the Board, committee or subcommittee are entitled to attend executive sessions. The Board, committee or subcommittee may invite any other person to attend an executive session.

# **Records, Concerns and Complaints**

## **Public Records**

"Public record" is defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in statute as having been created, generated, sent, communicated, received, or stored by electronic means, created or received by or coming under the jurisdiction of the Board or its employees or agents, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of OHVA. "Public records" do not include medical records, privileged documents, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, or any other legal exceptions.

## **Student Records**

Educational records pertaining to individual students and other confidential materials are not public documents and are not released. Only that information deemed "directory information" may be released from an individual student's file. By law, OHVA is allowed to limit directory information and therefore, OHVA limits directory information to student's name, city of residence, participation in officially recognized activities, awards received and graduation date. If parents, legal guardians, or students aged 18 or older wish to prevent the release of directory information, they should complete a privacy request form and return it to their Principal. Student directory information is not released when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of "personally identifiable information" are exempt from disclosure.

## **Inspecting or Obtaining Records**

The public records of OHVA shall be available during regular business hours. Requests for public records shall be directed to the Head of School for proper handling. Upon request, a person may receive copies of public records, at cost if warranted, within a reasonable period of time. OHVA's public records shall be promptly prepared and made available for inspection.

The requestor must identify the record(s) requested with sufficient clarity to allow OHVA to identify, retrieve, and review the record(s). The requestor shall not be required to provide his/her identity or the intended use of the requested public record(s), unless the request is for directory information.

All requests for public records shall be satisfied or acknowledged by the Head of School promptly following the receipt of the request. If the request for records was in writing, the acknowledgement and response by the Head of School shall also be in writing.

The Head of School is authorized to grant or refuse access to the records of OHVA in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the remainder released. If there are redactions, each redaction must be accompanied by an explanation, including legal authority. Any denial of access to public records should be reviewed with OHVA's legal counsel.

A person may purchase copies of OHVA's public records upon payment of the actual cost of duplication. A person who chooses to purchase a copy of a public record may request to have the record duplicated on paper, on the same medium on which OHVA keeps the record, or on any other medium in which the custodian of records determines that said record reasonably can be duplicated under normal operations. A person who chooses to purchase a copy of a public record may also choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for the record and the cost for postage and mailing supplies.

The number of records requested by a person that OHVA will transmit by U.S. mail shall be limited to ten (10) per month, unless the person certifies, in writing to OHVA, that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" shall be narrowly defined and does not include reporting or gathering news, reporting or gathering information to assist citizen oversight or understanding of the operation or activities of OHVA, or nonprofit educational research.

## **E-mail Records**

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of OHVA. E-mail shall be addressed in the same manner as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts used to conduct public business may be subject to disclosure. All employees or representatives of OHVA, including Board members, shall retain e-mails that relate to public business as described in paragraph one of this policy and shall copy them to a separate folder marked OHVA-Public. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and duplication when requested.

The Head of School shall develop an appropriate procedure and provide guidance to all OHVA employees and administrators in responding to public records requests. The Head of School shall post and distribute this policy in accordance with the law.

## **Board Access to School Records**

A Board member may have access to OHVA personnel and student records subject to applicable laws.

Information obtained from employee personnel records by members of the Board shall be used only for the purpose of aiding the members to fulfill their legal responsibilities in making decisions on such matters as appointments, assignments, promotions, demotions, remuneration, discipline and dismissal, or to aid the development and implementation of personnel policies, or for such other uses as are necessary to enable the Board to carry out its legal responsibilities.

## **Public Concerns and Complaints**

Any person or entity having a legitimate interest in the operations of OHVA shall have the right to present a request, suggestion, or complaint concerning OHVA personnel, the program, or the operations of OHVA. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy. Any requests, suggestions, or complaints reaching the Board, Board members, the administration or the staff shall be referred to the Head of School for consideration according to the following procedure.

## **Matters Regarding an OHVA Employee or Administrator**

### **First Level:**

If it is a matter specifically directed toward a staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and OHVA guidelines. This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member. As appropriate, the staff member shall report the matter and whatever action may have been taken to his/her immediate supervisor within 24 hours of the complaint.

### **Second Level:**

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor.



#### Third Level:

If a satisfactory solution is not achieved by discussion with the staff member's supervisor, a written request for a conference shall be submitted to the Head of School. This request should include:

1. The specific nature of the complaint and a brief statement of the facts giving rise to it.
2. How the complainant (or child of the complainant) has been affected adversely.
3. The action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Head of School shall conduct a conference, either in person or telephonically, as deemed appropriate by the Head of School.

#### Fourth Level:

If the matter is beyond the Head of School's authority and requires a Board decision or action or it has not been resolved at the Third Level, the complainant may request via public comments during a Board of Trustees meeting, that the matter be reviewed by the Board. It is solely within the discretion of the Board as to whether it will review the issue brought by the complainant. In order for the Board to review the issue, a proper motion must be made, seconded and approved by a majority of the Board members to add the issue to the agenda. If the Board does not review the issue or take any action, then the decision of the Head of School at the Third Level is the final decision on the matter. The Head of School shall advise the complainant, in writing, of the final decision regarding the complaint.

#### **Matters Regarding the Head of School or School Treasurer**

Should the matter concern the Head of School or School Treasurer and cannot be resolved through discussion with the Head of School or School Treasurer, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

1. The specific nature of the complaint and a brief statement of the facts giving rise to it.
2. How the complainant (or child of the complainant) has been affected adversely.
3. The reason that the matter was not able to be resolved with the Head of School or School Treasurer.
4. The action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a meeting before the Board, or a committee of the Board, or refer the matter, if permitted by law, to an executive session.

The complainant shall be advised, in writing, of the Board's direction, by the Board President.

#### **Matters Regarding OHVA Services, Facilities or Operations**

If the request, suggestion, or complaint relates to a matter of OHVA procedure or operation, it should be addressed, initially, to the person in charge of the specific services, facilities or operations and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding an OHVA Employee or Administrator."

#### **Matters Regarding the Educational Program**

If the request, suggestion, or complaint relates to a matter of OHVA educational program, it should be addressed, initially, to the Head of School. The Head of School through assistance from K12, as the curriculum provider, shall address the issues related to the education program. If the issue cannot be resolved, then matter can be brought to the Board as prescribed in "Matters Regarding the Head of School or School Treasurer."

## **Review of Policies**

The Board will evaluate how policies have been implemented and their general effectiveness. It will rely on the Head of School, the Charter Sponsor, school staff, students, parents and community to provide evidence of the effect of the policies it has adopted.

The Head of School shall continually call to the Board's attention all policies that need revision and engage OHVA's legal counsel regarding any revisions to policies prior to submission to the Board.

The Head of School is further directed to identify and undertake the correction of technical or formatting errors found in policies adopted by the Board. Such correction shall be limited to non-substantive matters that do not affect the intent, meaning and/or operation of the policy. Upon completion of the technical and formatting corrections, the Head of School shall provide a brief summary of the corrections to the Board for review. If the Board determines that a correction made by the Head of School is substantive in nature, the Board must take formal action to adopt the amendments to the policy.



# SCHOOL IMPROVEMENT PLAN 2024-2026



## OUR VISION & PURPOSE

Our Approach: Student-centric. Innovative.

Our People: Passionate. Engaged.

Our Students: Inspired. Empowered. Educated.

## OUR SCHOOL

Ohio Virtual Academy is a non-profit public community school that is funded by state revenue, governed by and subject to Ohio State community-school laws, applicable federal laws, and the terms of our contract with our charter sponsor, Ohio Council of Community Schools (OCCS). The OHVA Board of Trustees has secured the curriculum, technical, and management services of Stride K12 Inc., a provider of virtual education to students throughout the United States and around the world. OHVA teachers are all Ohio-licensed, Highly Qualified, located throughout the state of Ohio, and teach students based on their areas of expertise and licensure. OHVA embraces a supportive, collaborative, diverse, and inclusive environment with shared leadership and mutual trust, respect, and values. We foster a sense of community and safety within our school, and provide students across all 88 counties with wrap-around services. We are driven by student success and ongoing reflection and improvement.

## OUR PLAN

The purpose of our improvement plan is to identify priority needs within our school and then assign goals to fill those needs. The plan will outline strategies to help meet those goals and will align with our mission and vision statements.

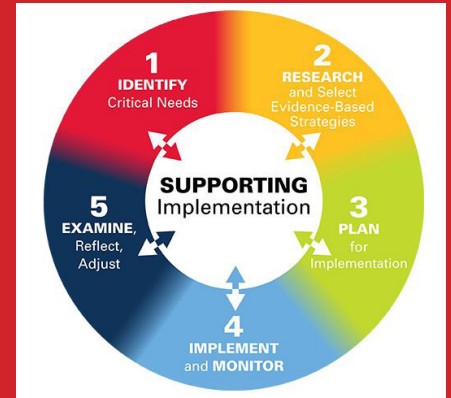
## OUR GOALS

Our goals focus on the whole child by concentrating on both the child's academic and social development. This way our students can fully engage in learning and school and graduate with a clear path forward.

# SCHOOL CONTINUOUS IMPROVEMENT



OHVA utilizes the Ohio Improvement Process (OIP) as a framework to establish systemic collaborative structures designed to support development and implementation of focused goals and a strategic plan looking at both student academic and non-academic needs. The continuous improvement cycle is used to implement, monitor, and evaluate the school's goals and strategic plan. The OIP process brings educators together through collaborative team structures and facilitates communication and decision-making. For the 2024-26 school years, OHVA will focus on four goals that will rely on the use of quality data to drive continuous improvement.



## OHVA SCHOOL IMPROVEMENT GOALS 2024-2026

1

### College and Career Readiness: Graduation Rate

By 6/30/2026, we will improve the performance of all students at Ohio Virtual Academy with a 3% yearly increase in the graduation rate.

2

### Curriculum, Instruction and Assessment: Reading 3-8

By 6/30/2026, 75% of students in grades 3-8 will have demonstrated one year of growth annually in reading/literacy as determined by the NWEA (MAP) test.

3

### Curriculum, Instruction and Assessment: Math 5-8

By 6/30/2026, 75% of students in grades 5-8 will have demonstrated one year of growth annually in math as determined by the NWEA (MAP) test.

4

### School Climate and Supports: Safe and Health Schools

By 6/30/2026, 50% of all students at Ohio Virtual Academy will increase participation in positive behaviors by 30% using participation in PBIS program, growth mindset sessions, and school events.





**Goal: By 6/30/2026, we will improve the performance of all students at Ohio Virtual Academy with a 3% yearly increase in the graduation rate.**

**Student Measure**  
 Student graduation rate will increase 3% annually

**Adult Implementation Measure**  
 Continually develop the skills and knowledge of teachers so that they can effectively instruct in an online environment



- Curriculum, Instruction, and Assessment: Targeted small group instruction providing explicit data-driven instruction**
- School Within a School: A “school within a school” approach will be taken to address the needs of students who are not making adequate progress. The focus will be on creating learning options for these students to acquire the credits they will need for graduation. Specialized courses will be used.
  - Target Students/Summer School: Our iSupport Team (test prep/remediation team) will focus on engaged students who are struggling to earn course credits and/or score proficient on the EOC tests. Summer school and summer state testing will be offered to students who are credit-deficient.

- College and Career Readiness: Career Learning**
- Career Learning for All: OHVA will provide career learning opportunities to students to help students move towards graduation and career readiness
  - Expand CTE Program: OHVA will continue to expand the CTE program including credentials offered, grade bands, curriculum, capacity, and enrollment.

- Professional Development: High Quality PD opportunities regularly offered to help educators implement effective instructional strategies**
- Weekly PD: All teachers will participate in weekly, online professional development. The qualities of an effective educator in an online environment will be presented, discussed, and modeled. Administrators and mentor lead teachers will work with staff to implement these practices ( e.g. via “walk throughs”) which are aligned to the EEP and OTES rubric. This PD time can be counted towards teacher license renewal.
  - Teacher Teams and Best Practices: OHVA will provide frequent opportunities for teachers to meet collaboratively and share best practices

- Operations: Follow up with withdrawn students**
- Student Tracking: OHVA will provide continued and defined tracking of withdrawal, transfer, dropout, and GED students
  - Track WD Students: Students who leave OHVA prior to graduation will be tracked and their subsequent school identified



# Curriculum, Instruction, and Assessment

## Reading Goal

**Goal: By 6/30/2026, 75% of students in grades 3-8 will have demonstrated one year of growth annually in reading/literacy as determined by the NWEA (MAP) test.**

Student Measure: 75% students in grades 3-8 will have one year of growth in reading on NWEA testing annually

Adult Implementation Measure: Progress monitoring data, benchmark data, data from TBTs; relevant activities either in-progress or completed, with documentation; results from stakeholder surveys; minutes and agendas from meetings

**Instruction: Direct, explicit instruction by teachers in large group, small group, and one-on-one settings**

- Systematic Intervention and Instruction: Teachers will provide direct, explicit instruction in phonics, vocabulary, and fluency to increase proficiency in reading
- Monitor Instruction: Evaluate the effectiveness of instruction strategies and make any mid-course corrections.
- Identify and Implement Best Practices: OHVA will identify research-based focused practices in reading to be implemented based on data such as activating prior knowledge, predicting, questioning, identifying main ideas, making inferences, and retelling. Teachers will implement with fidelity, including differentiation strategies for all students and subgroups, including students with disabilities and other at-risk sub groups.



## Math Goal

**Goal: By 6/30/2026, 75% of students in grades 5-8 will have demonstrated one year of growth annually in math as determined by the NWEA (MAP) test.**

Student Measure: 75% students in grades 5-8 will have one year of growth in math on NWEA testing annually

Adult Implementation Measure: Progress monitoring data, benchmark data, data from TBTs; relevant activities either in-progress or completed, with documentation; results from stakeholder surveys; minutes and agendas from meetings

**Instruction: Direct, explicit instruction by teachers in large group, small group, and one-on-one settings**

- Systematic intervention instruction in math including: providing models of proficient problem solving, verbalization of thought processes, guided practice, corrective feedback, and frequent cumulative review.
- Monitor Instruction: Evaluate the effectiveness of instruction strategies and make any mid-course corrections.
- Identify and Implement Best Practices: OHVA will identify research-based focused practices in math to be implemented based on data. Teachers will implement with fidelity, including differentiation strategies for all students and subgroups including students with disabilities and other at-risk subgroups.

**Professional Development: High Quality PD opportunities regularly offered to help educators implement effective instructional strategies**

- Weekly PD: All teachers will participate in weekly, online professional development. The qualities of an effective educator in an online environment will be presented, discussed, and modeled. Administrators and mentor lead teachers will work with staff to implement these practices ( e.g. via “walk throughs”) which are aligned to the EEP and OTES rubric. This PD time can be counted towards educator license renewal.
- Teacher Teams and Best Practices: Provide frequent opportunities for teachers to meet collaboratively and share best practices

**Professional Development: High Quality PD opportunities regularly offered to help educators implement effective instructional strategies**

- Weekly PD: All teachers will participate in weekly, online professional development. The qualities of an effective educator in an online environment will be presented, discussed, and modeled. Administrators and mentor lead teachers will work with staff to implement these practices ( e.g. via “walk throughs”) which are aligned to the EEP and OTES rubric. This PD time can be counted towards educator license renewal.
- Teacher Teams and Best Practices: Provide frequent opportunities for teachers to meet collaboratively and share best practices



# School Climates and Supports Goal

**Goal: By 06/30/2026, 50% of all students at Ohio Virtual Academy will increase participation in positive behaviors by 30% using participation in PBIS program, growth mindset sessions, and school events.**

**Parent Engagement: OHVA will strive to build strong and effective partnerships with families that are grounded in positive, ongoing, and goal-oriented relationships that will enable children and families to thrive.**

- Bi-monthly Parent Workshops: OHVA will utilize community partnerships to provide education and practical strategies for parents, caregivers, and students to use at home.
- Family Engagement Activities: OHVA will provide a variety of in person and virtual opportunities for families to connect to the school community throughout the school year which will help to foster a positive, healthy school climate



**Student Measure:** Students will increase participation in PBIS, school events, and growth mindset sessions by 30%

**Adult Implementation Measure:** All staff will be trained on growth mindsets, diversity and inclusion, and the referral process

**PBIS and Growth Mindsets Program: OHVA will continue to utilize and expand its universal school-wide prevention strategy aimed at reducing behavior problems and changing perceptions of school safety and ensuring a positive climate.**

**Professional Development: OHVA staff will be trained in growth mindsets, mental health awareness, the referral process, and diversity and inclusion so that staff can continue to provide multi-tiered support to students.**

- Social Emotional Training: All teachers will participate in online, live professional development on social emotional learning using the 7 Mindsets Model so they can help foster promoting self-awareness, self-management, social awareness, relationship skills, and responsible decision making in students.
- Diversity and Inclusion Training: OHVA will provide professional development for staff to increase awareness of our special populations' needs and how to be inclusive to all.
- Referral Training: All teachers will participate in training on mental health awareness and the referral process to ensure that OHVA is providing multi-tiered support to students

- Growth Mindsets Curriculum: Students will participate in growth mindset curriculum that will help to foster self-awareness, self-management, social awareness, relationship skills, and responsible decision making
- PBIS Student Behavior Incentive Program: A PBIS program will encourage students to demonstrate respectful, responsible, safe and "ready to learn" behaviors for a positive school climate





# Fiscal Resources

Federal Grant Funding	FY24	FY25	FY26
Title IA Improving Basic Programs			
Title I Family and Community			
Title I Supplemental School Improvement			
Title II A Supporting Effective Instruction			
Title III Language Instruction for EL			
Title IV A Student Support and Academic Enrichment			
IDEA B Special Education			
IDEA Early Childhood Special Education			
School Improvement Grant SIG			
ARP ESSER		N/A	N/A
ARP Homeless		N/A	N/A
Total Federal Grant Funding			

*Information Not Yet Available*



# OHVA School Calendar 2024-2025

Aug. 2024							Sept. 2024							Oct. 2024							Nov. 2024						
S	M	T	W	Th	F	St	S	M	T	W	Th	F	St	S	M	T	W	Th	F	St	S	M	T	W	Th	F	St
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30
<b>10</b>							<b>20</b>							<b>22</b>							<b>18</b>						
Dec. 2024							Jan. 2025							Feb. 2025							Mar. 2025						
S	M	T	W	Th	F	St	S	M	T	W	Th	F	St	S	M	T	W	Th	F	St	S	M	T	W	Th	F	St
1	2	3	4	5	6	7				1	2	3	4							1							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
<b>15</b>							<b>19</b>							<b>19</b>							<b>16</b>						
Apr. 2025							May 2025							Jun. 2025													
S	M	T	W	Th	F	St	S	M	T	W	Th	F	St	S	M	T	W	Th	F	St							
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7							
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14							
13	14	15	16	17	18	19	11	12	13	14	15	16	17														
20	21	22	23	24	25	26	18	19	20	21	22	23	24														
27	28	29	30				25	26	27	28	29	30	31														
<b>21</b>							<b>21</b>							<b>0</b>													

Holidays-Teachers Not Available		Full Staff	Other Important Dates		Ohio State Tests	
Labor Day	September 2, 2024		First Day of School	August 19, 2024	Grade 3-Reading	TBD
Family Day	October 11, 2024		End of Quarter 1	October 25, 2024	Grades 10-12 Fall EOC	TBD

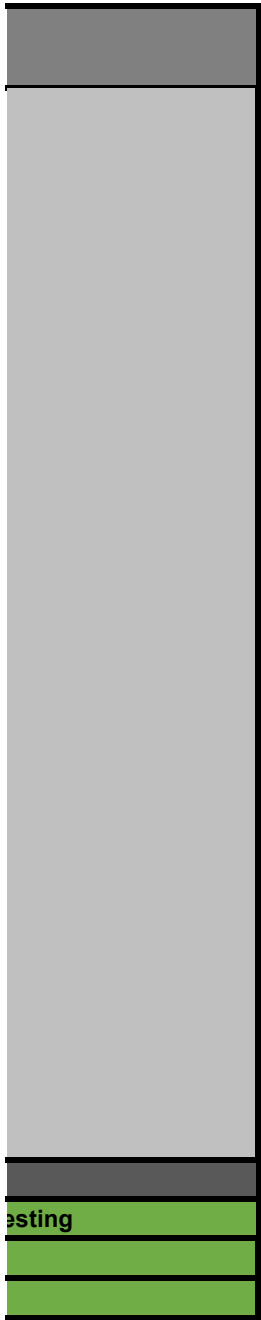
Thanksgiving Vacation	November 27-29, 2024
Winter Vacation	December 23-Jan 5, 2025
Martin Luther King Day	January 20, 2025
Presidents' Day	February 17, 2025
Spring Vacation	March 24-28, 2025
Family Day	April 18, 2025
Memorial Day	Monday, May 26, 2025
High School Graduation - TBD- June 1st	

End of Semester 1	January 10, 2025
End of Quarter 3	March 14, 2025
Last Day of School	May 30, 2025

Grades 3-8 Spring	TBD
Grades 9-12 Spring	TBD
Fall Make-up OGT	As Sc

High School Semester Exams	
Jan 6 -10 (1st Semester)	
May 21 - 30 (2nd Semester)	

KRA	Same
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**Total Days**  
181

Scheduled
as 3rd Gr AIR
Calendar based on 181

## **Use of Tobacco**

Ohio Virtual Academy and its Board of Trustees is committed to providing students, staff and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with secondhand smoke, are well established. Further, providing an indoor non-smoking and tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students.

For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, cigarette, pipe, chewing tobacco, snuff, or any other matter or substances that contain tobacco, as well as electronic, “vapor,” or other substitute forms of cigarettes. Additionally, “use of betel nuts” shall mean any and all use, possession, consumption or chewing of the areca nut (commonly known as the betel nut) or substances containing the areca nut. Papers used to roll cigarettes and smoking clove cigarettes or other substances are also prohibited.

The term “tobacco” includes any produce that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices, but does not include any cessation product approved by the USDA for use as a medical treatment to reduce to eliminate nicotine or tobacco dependence.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, OHVA prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco products on school premises, in vehicles used for school purposes, within any indoor facility owned or leased or contracted for by the school, and used to provide education or library services to children, and at all school-sponsored events.

OHVA cannot, even by indirection, condone the use of tobacco or the use of betel nuts. As such, OHVA prohibits the use of tobacco or betel nuts on school property and any school-related event.

## **Fixed Asset Accounting Policy**

The Ohio Virtual Academy shall maintain a fixed asset accounting system that shall contain sufficient data to permit:

- 1) the preparation of fiscal year end financial statements in accordance with Generally Accepted Accounting Principles (GAAP)
- 2) adequate insurance coverage
- 3) control, accountability, and security

### Criteria for Fixed Asset Capitalization

- 1) the asset has a useful life of one (1) year or more
- 2) the cost of the asset is greater than \$5,000.00
- 3) the asset is typically capitalized in accordance with GAAP
- 4) leased fixed assets with a purchase price of greater than \$5,000.00

### Valuation:

Fixed assets are to be valued at historical cost or, if that amount is not practicably determined, at estimated historical cost. The Designated Fiscal Officer shall determine the estimated historical cost.

Donated fixed assets shall be valued at the donor's estimated fair market value at the time of gifting.

### Depreciation:

Assets will be depreciated using straight-line depreciation. Estimated life for fixed assets shall follow IRS guidelines.

### Classifications:

Fixed assets shall be classified as follows:

- 1) furniture
- 2) equipment
- 3) leased fixed assets

### Information:

The following information shall be maintained for all fixed assets:

- 1) description
- 2) asset classification
- 3) location
- 4) date purchased/acquired
- 5) purchase price
- 6) vendor

- 7) date purchased or leased
- 8) estimated useful life
- 9) accumulated depreciation
- 10) method of disposal

In order to prevent theft of Ohio Virtual Academy property, all fixed assets will have an Ohio Virtual Academy fixed asset sticker. Items that do not fit the definition of fixed assets that are easily transported or stolen will have an Ohio Virtual Academy identification sticker.

Fixed Asset Disposal:

Fixed assets shall be disposed in such a manner as will be in the public interest and benefit the school. Disposal of fixed assets shall be in accordance with the school's contract with the Ohio Council of Community Schools and legal regulations that apply to non-profit entities. The school's Designated Fiscal Officer shall properly dispose of fixed assets.



# Ohio Virtual Academy

## Attachment 5 – Performance and Accountability Plan

Effective Date: July 1, 2018

### Overview

The Performance and Accountability Plan (Attachment 5) sets out the performance standards and/or performance requirements as measured annually to be satisfied in the four Core Performance Areas: Legal Compliance; Organization and Operational Performance; Financial Performance; and, Student and Academic Performance.

### I. Legal Compliance

The Legal Compliance section determines how well the governing authority and school adhered to state and federal statutes and the community school contract using the following indicators:

1. The school had a substantiated compliance rate of 96% as outlined by the Ohio Department of Education.
2. The school had a compliance rate of 96% for all applicable laws and rules as outlined by the Ohio Department of Education and the Council.
3. The governing authority submitted the school’s annual report to the parents and Council by October 31.
4. The governing authority and school receive a rating of “Needs Assistance” or better on the LEA Special Education Performance Determination.
5. The school’s safety plan and blueprint were appropriately submitted and on file the Ohio Attorney General.

### Rating Scale – Legal Compliance

**Exceeds Standards:** The school receives this rating if it meets the compliance rate for indicators one and two AND has met the requirements of two of the last three indicators for two consecutive years.

**Meets Standards:** The school receives this rating if it meets the compliance rate for indicators one and two AND met the requirements of two of the last three indicators.

**Does Not Meet Standards:** The school receives this rating if it fails to meet the standards.

**Falls Far Below Standards:** The school receives this rating if it fails to meet the standards for two consecutive years or, as outlined in the first indicator, has a substantiated compliance rate of less than 92% as outlined by the Ohio Department of Education in any single year.

### Legal Compliance Rating and Indicators (Percentage and Met or Not Met)

	Overall Rating	1. ODE Substantiated Compliance	2. Additional Compliance Requirements
SY 2018-2019	_____	_____	_____
SY 2019-2020	_____	_____	_____
SY 2020-2021	_____	_____	_____
SY 2021-2022	_____	_____	_____
SY 2022-2023	_____	_____	_____
SY 2023-2024	_____	_____	_____
SY 2024-2025	_____	_____	_____

	<b>3. Annual Report</b>	<b>4. LEA Sp Ed Perf Determination</b>	<b>5. School Safety Plan</b>
SY 2018-2019	_____	_____	_____
SY 2019-2020	_____	_____	_____
SY 2020-2021	_____	_____	_____
SY 2021-2022	_____	_____	_____
SY 2022-2023	_____	_____	_____
SY 2023-2024	_____	_____	_____
SY 2024-2025	_____	_____	_____

## II. Organization and Operational Performance

The Organization and Operational Performance section is used to determine the performance of the school’s governing authority. The section rates how well the governing authority executes its governance duties using the following indicator areas:

1. The governing authority held at least the contractually required number of meetings.
2. The governing authority was not out of compliance with regard to the required number of approved members for more than 60 cumulative days throughout the year.
3. The governing authority members completed all trainings as required by the Ohio Revised Code and ODE.
4. The governing authority members filed annual conflicts of interest statements.
5. The governing authority and/or school met at least one of the following governance goals:
  - a) **School Mission-specific Goal:** Beginning September 1 of the second year of the charter contract and occurring annually on the same date, the school will demonstrate it has re-enrolled 70% of students in each grade level served who were enrolled during the previous full academic year (as defined by ODE).
  - b) **Governing Authority Goal:** Not later than June 30th of each year of operation, the school will demonstrate compliance with 90% of all statutory and contract compliance items as evidenced by the Epicenter Compliance rate.

### Rating Scale – Organization and Operational Performance

**Exceeds Standards:** The school receives this rating if its governing authority executes its governance duties in all five indicator areas for two consecutive years.

**Meets Standards:** The school receives this rating if its governing authority executes its governance duties in four of the five indicator areas.

**Does Not Meet Standards:** The school receives this rating if its governing authority fails to meet the standards.

**Falls Far Below Standards:** The school receives this rating if its governing authority fails to meet the standards for two consecutive years.

### Organization and Operational Performance Rating and Indicators (Met or Not Met)

	<b>Overall Rating</b>	<b>1. Required Number of Meetings</b>	<b>2. Required Number of Members</b>
SY 2018-2019	_____	_____	_____
SY 2019-2020	_____	_____	_____
SY 2020-2021	_____	_____	_____
SY 2021-2022	_____	_____	_____
SY 2022-2023	_____	_____	_____
SY 2023-2024	_____	_____	_____
SY 2024-2025	_____	_____	_____
	<b>3. Required Trainings</b>	<b>4. Conflicts of Interest Statements</b>	<b>5. Mission-Specific and Gov Auth Goals</b>
SY 2018-2019	_____	_____	_____
SY 2019-2020	_____	_____	_____
SY 2020-2021	_____	_____	_____
SY 2021-2022	_____	_____	_____
SY 2022-2023	_____	_____	_____
SY 2023-2024	_____	_____	_____
SY 2024-2025	_____	_____	_____

### III. Financial Performance

The school’s Financial Performance is rated by using the information provided in the financial reports, monthly financial reviews, five-year forecasts, compliance with internal financial controls, and the annual audit. These items provide the necessary information to determine if the school met the standards for the financial viability indicators:

1. The school’s aggregated total margin is greater than or equal to -2.5%.
2. The school’s total assets to total liabilities ratio is greater than or equal to 1.0, or, on average, the school’s available cash on hand is at least 30 days.
3. The school does not experience an unplanned decrease in enrollment by more than 15%.
4. The school’s five-year forecasts are approved by the governing authority, submitted on time, and, unless the school’s year-end fund cash balance is positive, do not show a projected deficit in the first three forecasted years.
5. No audit will contain:
  - A “Qualified” Opinion;
  - The same finding for two consecutive years; or,
  - As outlined in the Schedule of Findings, a Finding for Recovery of more than \$2,500 in any audit or any Finding for Recovery for any amount in two consecutive audits.

## Rating Scale – Financial Performance

**Exceeds Standards:** The school receives this rating if it meets the standards for four out of five of the financial viability indicators for two consecutive years.

**Meets Standards:** The school receives this rating if it meets the standards for a majority of the financial viability indicators.

**Does Not Meet Standards:** The school receives this rating if it fails to meet the standards.

**Falls Far Below Standards:** The school receives this rating if it fails to meet the standards for two consecutive years.

## Financial Performance and Indicators (Met or Not Met)

	<b>Overall Rating</b>	<b>1. Aggregated Total Margin</b>	<b>2. Assets to Liabilities</b>
SY 2018-2019	_____	_____	_____
SY 2019-2020	_____	_____	_____
SY 2020-2021	_____	_____	_____
SY 2021-2022	_____	_____	_____
SY 2022-2023	_____	_____	_____
SY 2023-2024	_____	_____	_____
SY 2024-2025	_____	_____	_____
	<b>3. Enrollment Trend</b>	<b>4. Five-Year Forecasts</b>	<b>5. Annual Audit</b>
SY 2018-2019	_____	_____	_____
SY 2019-2020	_____	_____	_____
SY 2020-2021	_____	_____	_____
SY 2021-2022	_____	_____	_____
SY 2022-2023	_____	_____	_____
SY 2023-2024	_____	_____	_____
SY 2024-2025	_____	_____	_____

## IV. Student and Academic Performance

The school’s Student and Academic Performance section determines how well the school is educating its students based on all applicable Local Report Card measures of student performance using the following indicators:

1. Based on the school’s Local Report Card, the school met at least one of the following:
  - a) Received a “D” or better in the School Grade;
  - b) Received a “C” or better in at least half of all applicable Local Report Card Components and Measures of student performance; or,

- c) When comparing all applicable Local Report Card measures of student performance, the school was not outperformed by 50% of the Comparison Group in 50% of those graded areas.

Note: In determining whether the school was outperformed in any of the School, Component, or Measure Grades where the school and a member of the Comparison Group both received an “F,” the school will be deemed as to have been outperformed in that area if the member of the Comparison Group exceeds the school’s performance by more than 5%. If an “F” grade is in an area without percentages, the area will not be counted in the calculation.

2. The school does not meet the criteria in Section 3314.35 or Section 3314.351 of the Ohio Revised Code for potential closure due to operation of law for academic underperformance.

The school’s Comparison Group is comprised of four statewide virtual community schools (at least two of which must be Council-sponsored). As of the effective date of the P&A Plan, the Comparison Group includes the following:

School 1:	Alternative Education Academy	School 3:	Great River Connections
IRN:	<u>(143396)</u>	IRN:	<u>Academy (017233)</u>
School 2:	Buckeye On-Line School for Success	School 4:	Ohio Connections Academy
IRN:	<u>(000417)</u>	IRN:	<u>(000236)</u>

### Rating Scale – Student and Academic Performance

**Exceeds Standards:** The school receives this rating if it met the criteria in both indicators AND has received a “B” or better in the School Grade or a “C” or better for the two most recent school years.

**Meets Standards:** The school receives this rating if it met the criteria in both indicators.

**Does Not Meet Standards:** The school receives this rating if it fails to meet the standards.

**Falls Far Below Standards:** The school receives this rating if it fails to meet the standards for two consecutive years.

### Student and Academic Performance Rating and Indicators (Met or Not Met)

	Overall Rating	1. Local Report Card Data			2. Not on Closure Watch List
		1.A.	1.B.	1.C.	
SY 2018-2019	_____	_____	_____	_____	_____
SY 2019-2020	_____	_____	_____	_____	_____
SY 2020-2021	_____	_____	_____	_____	_____
SY 2021-2022	_____	_____	_____	_____	_____
SY 2022-2023	_____	_____	_____	_____	_____
SY 2023-2024	_____	_____	_____	_____	_____
SY 2024-2025	_____	_____	_____	_____	_____

### Local Report Card: School, Component, and Measure Grades (Grade and/or Score)

SY 2018-2019	School	VS1	VS2	VS3	VS4
School Grade		_____	_____	_____	_____
Achievement		_____	_____	_____	_____
Perf Index		_____	_____	_____	_____
Indicators Met		_____	_____	_____	_____

<u>Progress</u>					
Overall					
Gifted					
Lowest 20%					
Students w Dis					
<u>Gap Closing</u>					
AMOs					
<u>K-3 Literacy</u>					
Imp At-Risk K-3					
<u>Graduation Rate</u>					
Four-Year Grad					
Five-Year Grad					
<u>Prep for Success</u>					
<b>SY 2019-2020</b>	<b>School</b>	<b>VS1</b>	<b>VS2</b>	<b>VS3</b>	<b>VS4</b>
<u>School Grade</u>					
<u>Achievement</u>					
Perf Index					
Indicators Met					
<u>Progress</u>					
Overall					
Gifted					
Lowest 20%					
Students w Dis					
<u>Gap Closing</u>					
AMOs					
<u>K-3 Literacy</u>					
Imp At-Risk K-3					
<u>Graduation Rate</u>					
Four-Year Grad					
Five-Year Grad					
<u>Prep for Success</u>					
<b>SY 2020-2021</b>	<b>School</b>	<b>VS1</b>	<b>VS2</b>	<b>VS3</b>	<b>VS4</b>
<u>School Grade</u>					
<u>Achievement</u>					
Perf Index					
Indicators Met					
<u>Progress</u>					
Overall					
Gifted					
Lowest 20%					
Students w Dis					
<u>Gap Closing</u>					
AMOs					
<u>K-3 Literacy</u>					
Imp At-Risk K-3					

<u>Graduation Rate</u>					
Four-Year Grad					
Five-Year Grad					
<u>Prep for Success</u>					
<b>SY 2021-2022</b>	<b>School</b>	<b>VS1</b>	<b>VS2</b>	<b>VS3</b>	<b>VS4</b>
<u>School Grade</u>					
<u>Achievement</u>					
Perf Index					
Indicators Met					
<u>Progress</u>					
Overall					
Gifted					
Lowest 20%					
Students w Dis					
<u>Gap Closing</u>					
AMOs					
<u>K-3 Literacy</u>					
Imp At-Risk K-3					
<u>Graduation Rate</u>					
Four-Year Grad					
Five-Year Grad					
<u>Prep for Success</u>					
<b>SY 2022-2023</b>	<b>School</b>	<b>VS1</b>	<b>VS2</b>	<b>VS3</b>	<b>VS4</b>
<u>School Grade</u>					
<u>Achievement</u>					
Perf Index					
Indicators Met					
<u>Progress</u>					
Overall					
Gifted					
Lowest 20%					
Students w Dis					
<u>Gap Closing</u>					
AMOs					
<u>K-3 Literacy</u>					
Imp At-Risk K-3					
<u>Graduation Rate</u>					
Four-Year Grad					
Five-Year Grad					
<u>Prep for Success</u>					
<b>SY 2023-2024</b>	<b>School</b>	<b>VS1</b>	<b>VS2</b>	<b>VS3</b>	<b>VS4</b>
<u>School Grade</u>					
<u>Achievement</u>					
Perf Index					
Indicators Met					

<u>Progress</u>					
Overall					
Gifted					
Lowest 20%					
Students w Dis					
<u>Gap Closing</u>					
AMOs					
<u>K-3 Literacy</u>					
Imp At-Risk K-3					
<u>Graduation Rate</u>					
Four-Year Grad					
Five-Year Grad					
<u>Prep for Success</u>					
<b>SY 2024-2025</b>	<b>School</b>	<b>VS1</b>	<b>VS2</b>	<b>VS3</b>	<b>VS4</b>
<u>School Grade</u>					
<u>Achievement</u>					
Perf Index					
Indicators Met					
<u>Progress</u>					
Overall					
Gifted					
Lowest 20%					
Students w Dis					
<u>Gap Closing</u>					
AMOs					
<u>K-3 Literacy</u>					
Imp At-Risk K-3					
<u>Graduation Rate</u>					
Four-Year Grad					
Five-Year Grad					
<u>Prep for Success</u>					

Note: The grid above is used for illustrative purposes only and may not include each specific measure being used to determine compliance with the student and academic performance goals. As such, if necessary, based on the school’s Local Report Card, other measures or component grades will be added to the School and Component Grades and Sub Measures and Indicators sections.

## Communication from the Council to the Governing Authority

### Intervention and Probation

While the Overall Rating in each Core Performance Area is an annual determination based on multiple indicators, goals, and data points, the individual indicators, goals, and data points will be used to determine intervention strategies and aid in determining disciplinary actions as outlined below:

**Performance Improvement Plan:** If the governing authority or school fails to meet the standards of indicators, goals, or data points in any of the Core Performance Areas, the governing authority will be



required to submit a Performance Improvement Plan to address each area of noncompliance and/or underperformance and to outline steps and actions being taken to increase compliance and/or performance over the course of the year within 60 days of being notified by the Sponsor.

**Probation:** The governing authority will be placed on Probation, in accordance with the charter contract, if it Falls Far Below Standards in any Core Performance Area.

Please note, at the sole discretion of the Council and based on the totality of the performance of the governing authority and the school, an egregious underperformance or a consistent inability to meet the standards of indicators, goals, or data points will factor into decisions about intervention, reauthorization, probation, suspension, and termination.

### High-Stakes Review and Charter Contract Reauthorization

In the Council's work to enable data-driven decision, the P&A Plan and performance throughout the term of the charter contract will be used during a high-stakes review and the charter contract reauthorization process. As outlined above, these are the minimum performance standards and/or performance requirements to be satisfied by the governing authority and school in the Core Performance Areas for the review and reauthorization.

For the high-stakes review and charter contract reauthorization process, the annual performance of the governing authority and school in each of the Core Performance Areas will be measured as follows:

**Exceeds Standards:** Schools receiving this rating are able to demonstrate that their performance surpasses expectations and that the school has clearly exceeded standards of success. Those schools consistently receiving this rating have a very strong likelihood of reauthorization.

**Meets Standards:** The target for this rating category sets the minimum expectations for a successful community school. Schools repeatedly earning this rating generally perform well and are likely to continue previous success. Those schools consistently receiving this rating have a strong likelihood of reauthorization.

**Does Not Meet Standards:** Schools receiving this rating have failed to meet the minimum performance standards. Those schools consistently receiving this rating are less likely to be reauthorized.

**Falls Far Below Standards:** Schools continuously failing to meet the minimum standards fall into this rating category. Schools consistently receiving this rating are not likely to be reauthorized.

*In the event there are changes to Ohio's accountability system and sponsor rating system, the parties agree to make changes to this Performance and Accountability Plan to keep it effective under any new system in place. Additionally, the communication section is for the benefit of the Governing Authority of the school and, in the Council's discretion, is subject to change.*

## **Equipment Inventory Policy**

### **Equipment Definition**

Ohio Virtual Academy will use the federal definition of equipment as follows:

Equipment shall mean any tangible, nonexpendable, personal property having a useful life of more than one year and a per-unit acquisition cost of at least \$5,000.

### **Equipment Inventory**

OHVA shall maintain a continuous inventory of all OHVA-owned equipment. It shall be the duty of the school's Designated Fiscal Officer (School Treasurer) to ensure that inventories are recorded systematically and accurately and proper records of equipment are updated and adjusted annually by reference to purchase orders and disposition reports.

An inventory of equipment purchased with federal grant funds shall be maintained until proper disposition takes place.

The inventory of equipment must include:

- Description of the item
- A serial number or other identification number
- Funding sources of the item (name of funding title/grant)
- Name of holder of title
- Acquisition date
- Acquisition cost
- Percentage of federal participation in cost of item
- Location of item
- Use and condition of the item
- Any ultimate disposition data including date of disposal and the sale price of item

All equipment will be tagged so items may be tracked and monitored. The inventory tag will include the grant fund number and the district number that is on the inventory/excel sheet. A physical inventory of all equipment and reconciliation with records will be performed every two years by the school's Designated Fiscal Officer. A control system shall be developed by the school's Designated Fiscal Officer to provide adequate safeguards to prevent loss, damage or theft of the equipment. Any such loss, damage or theft shall be investigated.

### **Disposition of Equipment**

Disposition of equipment shall be made in accordance with the provisions of 2 CFR 200.313 or as otherwise provided by Federal statutes, regulations or Federal awarding agency disposition instructions.

As determined by the Designated Fiscal Officer, equipment may be disposed of with no obligation to the federal government, if all of the following criteria are met:

- Equipment is no longer needed in the current program

- Equipment is not needed in other programs currently or previously funded by a federal agency
- Equipment item has a current per-unit fair market value of less than \$5,000

**Equipment Records Retention**

Records for equipment acquired with federal funds must be retained for three years from the date OHVA submits the final expenditure report for the funding period. If there is an audit exception, OHVA administration must keep the records until all litigation, claims, or audit finds have been resolved and final action taken.

**Congratulations**



Ohio  
Virtual  
Academy

**Extension Amendment to Third Amended and Restated Education,  
Administrative, and Technology Services Agreement**

Pursuant to Section 14.09 of the Third Amended and Restated Education, Administrative, and Technology Services Agreement (the "Agreement") which was made and entered into as of the 1st day of July, 2017, by and between K12 Virtual Schools L.L.C. ("K12"), and the Ohio Virtual Academy ("OHVA"), K12 and OHVA hereby agree to modify Section 3.01 as follows:

3.01 Term. Subject to Article VII and Section 3.02 below, this Agreement will become effective as July 1, 2017 and end on **June 30, 2023** (the "Termination Date").

Pursuant to Section 3.02, OHVA has notified K12 of its intention not to renew this Agreement upon its expiration on June 30, 2024, but will engage in negotiations with K12 for a new Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Extension Amendment as of the dates indicated below.

OHIO VIRTUAL ACADEMY INC., an Ohio nonprofit corporation

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

K12 Virtual Schools L.L.C., a Delaware limited company

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_