



OHVA Board of Trustees Meeting

June 16, 2020

Held in accordance with Am. Sub. H.B. 197

Our Approach: Student-centric, Innovative

Our People: Passionate, Engaged

Our Students: Inspired, Empowered, Educated

1. Board President Matt Norton called the meeting to order at 2:02 PM.

2. Roll Call/Guests:

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

Also in attendance were: K12 Senior Head of School, Dr. Kristin Stewart; K12 Academic Compliancy Administrator, Kyle Wilkinson; K12 School Treasurer and OHVA Designated Fiscal Officer Kate Diu; K12 Finance Director Kelly Warnke; K12 Human Resources Manager Carole Arman; K12 SVP Northern Region Darren Reed; Board Legal Counsel, Renisa Dorner; and various members of the K12 administrative team.

3. Approval of Minutes of the Regular Meeting of May 19, 2020

Ms. Lippens moved to approve the minutes as written; Mr. Norton seconded, and all present voted in favor.

4. Finance

a. Audit/Finance Committee Report

Ms. Diu reviewed current forecast for FY20 budget. Ms. Diu responded to questions related to the loss of funding as a result of students not being properly withdrawn after failing to take state-mandated tests. Dr. Stewart explained the issue related to the



OHVA administration not being aware that the ACT was considered a state-mandated test and that failure to take the test required the student to be withdrawn. Mr. Norton asked if K12 would be refunding any amounts paid by OHVA for these students. Ms. Diu said it would likely be covered as part of the K12 Service Credits.

b. Bank reconciliation

Motion I: Resolution regarding filing of the bank reconciliations

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the filing of the bank reconciliation for the month of May as recommended by the School Treasurer and reviewed by the Audit and Financial Oversight Committee.

Discussion: Mr. Moeller confirmed that he had an opportunity to review the bank reconciliation for the month of May 2020 as presented by OHVA’s designated fiscal officer and it appeared appropriate.

Moved: Moeller	Seconded: Lochbihler.	Vote: Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Kalman	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lippens	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Richardson	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Zimmerman-Thornhill	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

c. Fiscal Year 2021 Budget

Motion II: Resolution regarding OHVA Fiscal Year 2021 Budget

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the Fiscal Year 2021 Budget (copy attached hereto) as recommended by the School Treasurer and reviewed by the Audit and Financial Oversight Committee, excluding from the budget the DCA fees.

Discussion: Ms. Diu reviewed the FY21 budget. Mr. Vasquez questioned the increase in professional development costs and asked K12 to provide a breakdown with respect to these costs. Dr. Stewart indicated a breakdown will be provided. Ms. Dorner explained concerns related to ESSER funds and the application of funds as well as the assurances required for the funds. Questions were asked related to the new charge for NWEA included in the budget as a K12 service. Ms. Diu explained K12 has provided the NWEA service free for FY19 and FY20, and that OHVA had its own contract with NWEA in FY18. Mr. Vasquez requested a copy of the FY18 contract between OHVA and NWEA. Dr. Stewart agreed to provide this contract. Ms. Diu could not recall how much NWEA had charged OHVA in FY18. Many questions were raised regarding the DCA fee. Mr. Reed explained the need for the DCA fee. Ms. Dorner reminded the Board that the Board refused to pay the DCA fees last year and still received the same service from K12. Mr. Moeller questioned whether the DCA fee should be included in order to accurately state the cost of this service. Mr. Norton asked Mr. Reed to



provide more information about what OHVA receives for this service at the next Board meeting. After concerns were expressed, the resolution was amended to exclude the DCA fees from the budget.

Moved: Vasquez	Seconded: Moeller	Vote: Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Kalman	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lippens	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Richardson	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Zimmerman-Thornhill	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

d. Advisor Ratios

Motion III: Resolution Regarding Advisor Ratios

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves a Student:Advisor ratio of 400:1 for grades K-5, and 300:1 for Middle School and High School. However, the Head of School will implement this change by taking all possible efforts to avoid displacement of employees and any individuals who face displacement will be reviewed with legal counsel prior to a final determination.

Discussion: Dr. Stewart explained the need to increase the ratio for Advisors and that the expectation is that no individuals will be displaced. Ms. Dorner explained the resolution would require a review of individuals who face displacement prior to such occurrence.

Moved: Norton	Seconded: Lippens	Vote: Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Kalman	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lippens	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Richardson	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Zimmerman-Thornhill	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

5. Personnel / Staff Development

a. HR Committee Report

Dr. Stewart reported that there was no HR Committee meeting this month.

6. Operations



a. Head of School Academic Report

Dr. Stewart provided a 6-page report outlining enrollment and staff as well as providing numerous pictures of graduates with their t-shirts and lawn signs. Dr. Stewart presented information related to OHVA employee bonus metrics. The FY20 budget contained a provision for a bonus pool of 5% of salaries. OHVA employees are provided a mid-year bonus in December and then an end of year bonus in June. The average June bonus was \$1,186.58 and the range was from \$400 to \$1,508.74, with 61 employees receiving the full bonus. The areas for which points are received include value added, professionalism, compliance and overall evaluation. Dr. Stewart reported 83% of students have re-registered for next year and there is significant increase in enrollment for 7th and 8th grade. In response to Ms. Zimmerman-Thornhill's request for an objective metric for assessment of student's progress, Dr. Stewart provided MAP data showing an increase in Reading of 7% and an increase in Math of 11%.

b. Parent/Student Handbook

Motion IV: Resolution regarding 2020-21 School Handbook

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the following changes to the School Handbook as recommended by the Head of School.

- The Internet Service Provider (ISP) Supplement policy shall be amended to include the following sentence: "Only one check per address will be issued, unless appropriate proof of separate accounts for internet service providers is submitted and approved."
- The State Testing policy shall be amended to include the following sentence: "A student withdrawn according to the standards of Ohio Revised Code 3314.26 is not eligible for re-entry until two (2) full academic years have passed from the time of the withdrawal from Ohio Virtual Academy."
- The OHVA Truancy Policy shall be amended as follows:
Under the Parent Notification section, item 4, "61 days" shall be replaced with "30 days" and "OHVA will file" shall be replaced with "OHVA may file."
Under the Parent Notification section, a new item 5 shall be included as follows: "If a student does not make progress on the plan within 61 days, with the support of the AIT and any court resources, the student will be considered for truancy withdrawal by OHVA. Some withdrawals may be court mandated."
- The Handbook shall include a new policy entitled "Learning Coach Academy" and include the following language: "The OHVA Learning Coach Academy provides foundational and advanced training for Learning Coaches, given their important role in the school to guide their student(s). As parents or Learning Coaches progress through the modules of Launch, Fly, Grow and Soar, they become knowledgeable about the school programs, policies, strategies for instruction, and parent leadership. Participants receive special school reward items for their accomplishments. Interested parents or Learning Coaches may access more information to [insert link]."
- The Student Support Team policy shall be revised as follows:
- In the 4th paragraph, the words "truancy withdrawn from OHVA" shall be replaced with "not making adequate progress with their AIP after 30 days of support."



- The Middle School Students Taking High School Classes policy shall be amended to remove the ability of Middle School students from taking high school level courses in Science, Social Studies, PE/Health, Foreign Language or other electives. The similar policy found in the High School Handbook shall be revised to be consistent with this change.
- The Progress Reporting K-8 policy, specifically the 3-5 Progress Report section, shall include the language “and additional assignments based on grade level and state testing.”
- The Graduation Requirements policy shall be revised as follows;
 1. The Assessments provisions shall include the following sentence: “Students entering 9th grade in Fall 2019 will not be required to take the English I exam.”
 2. A new provision entitled “Graduation Requirements for the Class of 2020” shall be added that includes the following language:

Students who entered grade 9 between July 1, 2016 and June 30, 2017, have multiple pathways to earn a high school diploma, including earning the state minimum of 20 credits in specific subjects as outlined above.

Pathways:

1. Ohio’s State Tests - Earn 18 out of 35 points on seven end-of-course state tests. You can earn up to five points on each test. You need a minimum of four points in math, four points in English language arts and six points across science and social studies.
2. Industry-recognized credential and score on workforce readiness test - Earn an industry-recognized credential or a group of credentials totaling 12 points and earn the required score on the WorkKeys test. Ohio pays for you to take the test one time. Some districts offer the Senior Only Program through which you can earn credentials in one school year.
3. College and career readiness tests - Earn remediation-free scores* in math and English language arts on the ACT or SAT. Your district chooses either the ACT or SAT. You will take a one-time statewide spring test in grade 11 for free. *Ohio’s university presidents set these scores, which are subject to change.

*If students do not meet any of the above three pathways, Ohio law provides two additional options to earn a high school diploma for the class of 2020 only.

3. A new provision entitled “Graduation Requirements for the Class of 2021 and 2022” shall be added that includes the following language:

Students who entered grade 9 between July 1, 2017 and June 30, 2019, will utilize Ohio’s new high school graduation requirements, including earning the state minimum of 20 credits in specific subjects as outlined above AND meet one of the following options.

Option 1

Satisfy one of the three original pathways to graduation that were in place when student entered high school. The pathways include:

1. Ohio’s State Tests - Earn at least 18 points on seven end-of-course state tests. Each test score earns you up to five graduation points. You must have a minimum of four points in math, four points in English and six points across science and social studies.
2. Industry credential and workforce readiness - Earn a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential or group of



credentials in a single career field and earn the required score on WorkKeys, a work-readiness test. The state of Ohio will pay one time for you to take the WorkKeys test.

3. College and career readiness tests - Earn remediation-free scores in mathematics and English language arts on either the ACT or SAT.

Option 2

Satisfy the new graduation requirements for the classes of 2023 and beyond (see below)

4. A new provision entitled “Graduation Requirements for the Class of 2023 and Beyond” shall be added that includes the following language:

Students in the classes of 2018-2022 have the option to meet the new requirements or the requirements of the original three pathways to graduation, while the students in the classes of 2023 and beyond must meet the new requirements.

Students will be required to earn 20 credits in specific subjects as outlined above, AND will demonstrate competency and readiness as outlined below.

Demonstrate Competency:

Earn a 684 on Ohio’s Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once. Three additional ways to show competency include:

- Demonstrate two career-focused activities per ODE guidelines
- Enlist in the military
- Complete College Coursework per ODE guidelines

Show Readiness:

Earn two diploma deals, one of which must be Ohio designed

Please see attachments for guidance on local seals

More information regarding Ohio’s Graduation requirements and specific guidelines can be found below.

<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>

5. The provisions entitled “Graduation Points” and “Alternative Graduation Pathways” shall be deleted.
- The Early Graduation/Early Graduation Procedures policy shall be amended to remove the requirement for a petition explaining the reasons for early graduation and replace it with the following: “Submit the required approval form for early graduation (available from school counselor), with both student and parent signature.”
 - The P.E. Waiver policy shall be amended to remove the provision entitled “Physical Education Days.”
 - The College Credit Plus policy shall be amended to reflect that a student withdrawing or failing a college course will be reflected in the student’s high school GPA. Further, the following sentence shall be added: “OHVA will not release a grade card, diploma and/or may not permit registration for additional courses if a student who is financially responsible for failing or withdrawing from a course fails to pay for such course.”



- The National Honor Society (NHS) and National Junior Honor Society (NJHS) policy shall be replaced in its entirety with the following language:

National Honor Society Recognizes Students for Distinguished Service, Leadership

The National Honor Society is the nation's premier organization established to recognize outstanding high school students. Since its inception in 1921, its mission has been to:

- Create enthusiasm for scholarship
- Stimulate a desire to render service
- Promote leadership
- Develop character in secondary school students

OHVA is proud to be recognized by the National Honor Society (NHS) and National Junior Honor Society (NJHS) for having an outstanding high school and middle school.

OHVA launched a chapter of the NJHS for the middle school in 2008 and currently has 49 members working on service projects and peer tutoring for fellow middle school students in math and reading.

The OHVA NHS chapter began in 2010 and each year has roughly 65 junior and senior members. OHVA National Honor Society members maintain a 3.8 GPA or higher and have been approved by OHVA faculty members based on their grades and the National Honor Society application requirements. **New candidates who meet the 3.8 GPA requirement will receive an application in the mail in July.**

Each year, NHS members complete individual service projects, as well as face-to-face group service projects, and peer tutoring for fellow students in all subject areas.

The chapters' combined efforts have resulted in:

- Raising funds for those in need around the state
- Peer tutoring programs for middle school and high school students
- Collections for local food banks and humane societies
- Ongoing plans for new volunteer opportunities each year

Membership in OHVA NHS

OHVA celebrates its annual NHS online induction ceremony in December each year and inducts students in NJHS in the spring of each year. New officers including president, vice president, secretary and treasurer are also named during the induction ceremonies.

Becoming a member of the OHVA NHS is an honor and is based on the criteria of scholarship, service, leadership, and character. Students must have a junior or senior status and have a cumulative GPA of 3.8 or higher at the end of their sophomore or junior year in order to receive an application in the mail.

Once a candidate is voted into the NHS, he or she must attend monthly meetings, maintain a GPA of 3.8 or higher, uphold all school rules and complete a minimum of 25 service hours each semester including two "face-to-face" group projects. **Face-to-face group service projects are encouraged but not required.*

- The High School Grading Scale policy shall reflect that AP Courses are weighted "with an additional 1 GPA point."



- The F2F (Face-to-Face) Required Activities policy shall be amended to remove reference to a survey and replace it with the following language: “After attending a F2F activity, Learning Coaches should record their student’s F2F in the **K12 Event Portal.**”
- The Parent and Family Engagement policy shall be amended under Part 2 to include the following language: “*Parent and Family Engagement Provide staff professional development opportunities to value the important role of parents/learning coaches.*”
- The Transcript Request policy shall be replaced in its entirety with the following language” “To request a high school transcript, access Scriborder at <https://ohva.scriborder.com>. Final Transcripts will be available for request through the link within one week after the graduation ceremony.”
- The Handbook Acceptance Agreement policy shall be renamed to “Handbook Acceptance” and replaced in its entirety with the following language: “Upon the start of each school year or upon enrollment approval, students and parents/Learning Coaches are provided with the handbook via email, and the [school website](#). All students/families should read and review the policies and procedures and reach out as needed for any clarification. The school will follow all policies and procedures in the handbook and will act accordingly to hold all parties accountable to its content. Thank you in advance for your commitment to be informed, and we trust the handbook will be an important resource for you.”

Discussion: Ms. Dorner reviewed the items related to the changes in the School Handbook.

Moved: Vasquez	Seconded: Norton	Vote: Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Kalman	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lippens	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Richardson	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Zimmerman-Thornhill	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

c. WebCam Usage Policy

Motion V: Resolution regarding WebCam Usage

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the following addition to OHVA’s Class Connect policy reflected in the Student Handbook as recommended by the Head of School:

Class Connect Web Cam Usage for Students and Families

All laptops and desktop computers provided to students will include a webcam. Eventually, OHVA intends to increase the ability for all participants in a Class Connect session to collaborate with webcams enabled. While increased webcam exposure can enhance the collaborative and interactive nature of live instruction, it can also pose challenges with respect to proper webcam etiquette and disciplinary action based on webcam usage or misuse.



Use of a webcam can be limited or prohibited at any time if proper webcam etiquette or behavior is not followed. The webcam should be used for educational purposes and academic collaboration only. The OHVA student code of conduct policy applies to all webcam interactions. In addition to common sense etiquette, the following guidelines must also be followed.

Dress Code for interaction on Web Cam

OHVA will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of OHVA. The Board authorizes the Head of School to establish a reasonable dress code to promote a safe and healthy school setting and enhance the educational environment. The Head of School is permitted to establish such dress code guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress practices which:

- A. present a hazard to the health or safety of the student or to others in the school;
- B. materially interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her educational objectives.

Clothing must be appropriate for a learning environment even when exhibited on a webcam. The following should not be worn.

- Distracting clothing
- Revealing clothing
- Clothing with content relative to drugs, alcohol or any other controlled substance
- Clothing with content relative to explicit language or inappropriate content, such as weapons
- Gang attire
- Costume masks
- Head coverings (such as inappropriate hats and beanies) or sunglasses worn in a building during school hours; no bandanas (all colors), do-rags (all colors), hairnets, surgical/shower caps

(Exceptions will be made for religious or medical reasons, or as otherwise required by law.)

Placement of Webcam

Efforts should be made to locate the webcam in an area that meets the following suggestions:

- Limit background noise
- A quiet area without distractions
- Area where other people or animals are not visible – siblings, pets or other people in the home should not appear on camera

Webcams cannot be enabled without the student's knowledge and can only be enabled for educational purposes. The student/parent has the option of disabling or covering the webcam, unless the webcam is legally required to be engaged and visible for attendance confirmation, course requirements or other educational purposes. Certain courses will require face-to-face



interaction via webcam. A student not wishing to engage on a webcam may seek an alternative by contacting the Head of School or administrative delegate.

Discussion: Ms. Dorner explained how use of webcams can create issues with respect to privacy rights of individuals and some schools have faced litigation if the webcam is not properly used. Dr. Stewart confirmed that no child will be forced to be on their webcam. Dr. Stewart explained the current idea is to roll out Newrow, a K12 platform, at mid-year after all of the glitches have been fixed and this will allow webcam usage. Mr. Vasquez expressed concern about whether the technology will allow a teacher to turn on a student’s webcam, since it certainly will allow a teacher to turn off a webcam if something inappropriate occurs. Mr. Norton asked to have this technology demonstrated as to how it is expected to be used.

Moved: Zimmerman-Thornhill	Seconded: Richardson	Vote:	Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Kalman	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Lippens	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Richardson	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Zimmerman-Thornhill	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

d. CTE Program Revisions

Motion VI: Resolution regarding revisions to CTE Program

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the following revisions to OHVA’s Destinations Career Program (Career and Technical Education program) to be further reflected in the Student Handbook as recommended by the Head of School:

1. The Destinations Career Program policy provision regarding college credit plus opportunities shall remove reference to specific course names and add the following sentence: “Each program has at least one CTAG course.”
2. The Destinations Career Program policy provision regarding industry credentials shall remove reference to specific exams and add the following sentence: “Each program has industry credential opportunities built into the curriculum. Paired with passing additional credential tests, this is one pathway to graduation.
3. The Destinations Career Program at Ohio Virtual Academy policy shall reflect 4 additional programs and 2 additional career clusters being offered as follows:
 - **Science, Technology, Engineering & Math**
 - Engineering & Design
 - **Health Sciences**
 - Health Information Management
 - State-Tested Nursing Assistant
 - State-Tested Medical Assistant



4. The OHVA Destinations Career Program Pathway shall also include the following expectations:

Students are expected to:

- Attend ALL ClassConnect Sessions for their pathway courses
- Complete coursework for the pathway courses by the due date-
- Take the WebXam pretest for each pathway course at the beginning of the year and the WebXam posttest for each pathway course at the end of the year
- Maintain passing grades in all pathway courses
- Participate in the Career Technical Student Organization for their program

Students will have the opportunity to:

- Prepare for and take Industry Credential tests within their program
- Participate in an Internship or other Work-based learning activity

Students can be subject to removal from the program for violating school policies and/or for not satisfying the following requirements:

- Failure to attend more than three ClassConnect Sessions in a semester for pathway courses, without notifying the teacher of the absence PRIOR to the class, and then watching the recording promptly after the absence
- Failure to complete coursework by the due date three times in a semester, without notifying the teacher that the work will be late PRIOR to the scheduled due date
- Failure to take a WebXam pretest or posttest
- Attending less than 50% of virtual CTSO meetings

Program Retention Criteria Policy

It is a privilege for a student to be accepted into the Destinations Career Program.

It is the student's responsibility to maintain good standing in the Destinations Career Program.

The criteria required in order to remain in the Destinations Career Program include:

- Passage of sophomore/junior/senior level CTE program classes
- Placement on and completion of an "Action Plan" if at risk of failing CTE program classes
- On target to graduate with passage of core subjects
- Appropriate attitude/behavior during classes and/or fieldtrips/internships/job shadowing

*If a student violates any of the above criteria and wishes to continue with a Destinations Career Program, the student will meet with a CTE administrator to discuss the requirements of a behavior contract (attached) to address the area of concern and determine requirements for remaining in the Destinations Career Program. The student's parent, if not involved in the discussion with the CTE administrator, will be immediately notified of this decision.

*If a student violates the behavior contract established above, the student will be removed from the Destinations Career Program.

Student Behavior

It is expected that the behavior of students during work-based learning opportunities will always be appropriate and professional. Students must recognize that having the opportunity to participate in experiences at community locations is a privilege afforded students engaged in the Destinations Career Program. This privilege has certain responsibilities. Students participating in any work-based learning experience that is facilitated through OHVA's Destinations Career Program have the following responsibilities:

1. Act professionally at all times (language, tone, actions, attire).



2. Be at assigned location during the designated times.
3. Call appropriate supervisor/teacher/administrator if absent.
4. Follow all rules of OHVA while interacting in the community, recognizing your behavior is a direct reflection of the Destinations Career Program and OHVA.

*If a student violates one of the responsibilities above, the student will be prohibited from participating in work-based learning experiences for the remainder of the school year. If the student wishes to continue to participate in work-based learning experiences in the community facilitated through the Destinations Career Program, the student will meet with a CTE administrator to discuss the requirements of a behavior contract (attached) to address the area of concern and determine the requirements for participating in work-based learning experiences in the community. The student’s parent, if not involved in the discussion with the CTE administrator, will be immediately notified of this decision.

*If a student violates the behavior contract established above, the student will be prohibited from attending work-based learning experiences for the remainder of the school year and possibly face removal from the Destinations Career Program.

Discussion: Ms. Dorner explained the revisions being requested to the CTE program in the Student Handbook. Dr. Stewart explained the expectations have always been part of the CTE program but not provided in the Student Handbook.

Moved: Zimmerman-Thornhill	Seconded: Davenport	Vote:	Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Kalman	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Lippens	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Richardson	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
			Zimmerman-Thornhill	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

e. Gift Card Policy

Motion VII: Resolution Regarding Gift Card Policy

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the following Gift Card Policy as recommended by the Head of School.

Ohio Virtual Academy Gift Card Policy

Purpose

The purpose of this policy is to set forth the guidelines and procedures for the purchase and distribution of gift cards purchased with Ohio Virtual Academy (OHVA) funds to ensure compliance with reporting obligations. All gift card requests must be made by purchase order in order to ensure compliance with this policy. A gift card can only be distributed to an OHVA employee or OHVA student/family and only for purposes consistent with OHVA policies and budget as well as applicable law.



Gifts Cards to Employees

According to the rules of the Internal Revenue Service (the “IRS”), because cash and cash equivalents, such as gift cards, have a readily ascertainable value, they are considered taxable income regardless of the face amount of the gift card. For employees, the value of gift cards is considered compensation subject to federal, state and employment tax withholding, and reporting on Form W-2. There is no de minimis fringe benefit amount relating to gift cards.

Gift Cards to Students/Families

Gift cards presented to OHVA students/families may be taxable and reportable income on Form 1099-MISC to the recipient if the value in gift cards exceeds \$600.00. Gift cards shall not be given in exchange for services performed. No OHVA student/family should receive gift cards in excess of \$600 during the calendar year. A gift card log must be kept for each student/family receiving a gift card. A form W-9 must be requested at the time of gift card distribution if there is any indication that an individual might receive \$600 or more during the calendar year.

Procedures

In order to purchase gift cards, a purchase order that includes a description of the intended use of the gift card(s) must be submitted for approval as described in the Ohio Virtual Academy Procurement Policy. The number of gift cards purchased at one time should be limited so the disbursement and reconciliation of those cards is more manageable.

Documentation and Gift Card Disbursement Log Instructions

Once the purchase order is approved and gift cards are purchased, the administrator of the department initiating the purchase order will be responsible for maintaining a Gift Card Disbursement Log. The log must record the disbursement of all gift cards purchased, even if only one card is purchased for one individual.

The administrator of the department will need to be able to reconcile all gift cards purchased on a purchase order.

The Gift Card Disbursement Log must contain the following information:

- Department name that purchased the gift cards
- Administrator who can be contacted if further information is needed
- Reason for the disbursement such as name of the event, program or policy
- Purchase order number under which the gift cards were purchased

Discussion: Dr. Stewart explained that during the audit it was discussed that there is no Board approved policy related to the use of gift cards. It was explained gift cards are typically gas cards for state testing and incentive drawings as part of the OCCS program incentive funds. There are also gift cards for participation in the wellness initiatives. Further, there is a policy regarding carpooling and the savings associated with carpooling resulting in a gift card drawing.



Moved: Lochbihler

Seconded: Richardson

Vote: Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Kalman	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lippens	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Richardson	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Zimmerman-Thornhill	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

7. Compliance

a. OCCS Monthly Report

Ms. Burke presented OHVA with a Program Enrichment Grant in the amount of \$225,000 due to FTE exceeding 12,000. She also reviewed the current status of Sponsor Ratings and that a new law indicates ODE will not be rating sponsors. Therefore, OCCS will be shifting attention to annual assurances. Ms. Burke reported OCCS has not received any complaints since the last Board meeting.

b. Review and Approve CCIP

Motion VIII: Resolution Regarding 2020-2021 Comprehensive Continuous Improvement Plan (CCIP). Public meeting opportunity.

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the 2020-2021 OHVA Comprehensive Continuous Improvement Plan (CCIP) (a copy attached hereto) as recommended by the Senior Head of School and reviewed by the Academic Committee.

Discussion: Ms. Zimmerman-Thornhill indicated she believes the items provided in the CCIP are appropriate. Dr. Stewart further explained the changes occurring with respect to the CCIP.

Moved: Zimmerman-Thornhill **Seconded:** Lippens

Vote: Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Kalman	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lippens	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Richardson	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Zimmerman-Thornhill	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

c. Bullying Report

Dr. Stewart reported there were no bullying incidents reported.



8. Upcoming Event Dates and Communications

Mr. Norton reminded all Board members that the next Board meeting is scheduled for August 18, 2020 at 2 p.m.

Dr. Stewart made a presentation to Mr. Norton for his many years of service to the Board since 2011 and especially his service as Board President. Mr. Reed and Ms. Burke commented how much they appreciated his support, leadership and partnership.

Upon motion of Mr. Vasquez to adjourn the meeting, and seconded by Mr. Kalman and approved by all members in attendance, the meeting was adjourned at 4:15 p.m.