



OHVA Board of Trustees Meeting

August 17, 2021

Our Approach: Student-centric, Innovative

Our People: Passionate, Engaged

Our Students: Inspired, Empowered, Educated

1. Due to the absence of Board President Stephen Vasquez, Board Vice President Susan Lippens called the meeting to order at 2:01 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 – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Patricia Humbert – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	David Kalman – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Susan Lippens – Board Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Ben Lochbihler – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Gina Lopez – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8	Jacob Moeller – Board Treasurer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9	Matt Norton – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10	Tiaunna Richardson – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Stephen Vasquez – Board President	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12	Jennifer Wise – Board Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13	Sarah Zimmerman-Thornhill – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14	OCCS Ex-Officio Representative – Lisa Burke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Also in attendance were: K12 Senior Head of School, Dr. Kristin Stewart; K12 Director of Academics Kyle Wilkinson; K12 School Treasurer and OHVA Designated Fiscal Officer Kate Diu; K12 Human Resources Manager Carole Arman; K12 Sr. Operations Manager Emily Rogers; K12 Special Programs Director Johna McClure; K12 Project and Data Manager Sharon Annis; and OHVA Board Legal Counsel, Renisa Dorner. In addition, various members of the K12 administrative team were attending by conference call.

3. Public Participation on Agenda Items: None

4. Public Participation on Non-Agenda Items: None

5. Approval of Minutes of the Regular Meeting of June 15, 2021

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



6. Operations

a. Head of School Report

Dr. Stewart presented a 5-page written report showing enrollment at 13,294 with 16.7% special education. Enrollment is expected to climax at around 15,000 and OHVA is fully staffed and prepared to meet the enrollment needs. Currently, OHVA has enough Intervention Specialists. There were 65 resignations from last year. The OCCS grant provided assistance to offer summer camps and programs to OHVA students. OHVA is celebrating its 20th year. Currently there are 5 teachers who were former OHVA students and one administrator. School starts on August 23, 2021.

b. Academic Report

Mr. Wilkinson indicated he reviewed in detail the 11-slide PowerPoint presentation with the Academic Oversight Committee and provided a general overview at the Board meeting. OHVA graduated 1,155 students with 85 summer school grads. The internal graduation rate is 87.6%. Ms. Zimmerman asked what efforts were undertaken regarding security after the ransomware issue faced by K12 last November. Dr. Stewart replied there were a number of enhancements provided by Stride and that further information will be provided at the next Board meeting.

c. Special Programs Report

Ms. McClure presented a 10-slide PowerPoint presentation relating to special programs. She explained OHVA received over \$1 million of IDEA ESSER funding to be used for special education students. OHVA will seek to hire 3 additional counselors focusing on the needs of special education students with emphasis on social emotional learning issues. Ms. McClure will develop the job description for Board consideration and approval at the next Board meeting. ODE recently evaluated OHVA with regard to implementation of federal special education requirements and ranked OHVA as “meets requirements.” Ms. McClure reviewed the efforts made toward Diversity and Inclusion through summer programming. Ms. McClure stated and Dr. Stewart confirmed that OHVA is not teaching or using Critical Race Theory. Ms. McClure provided a general update on pending litigation matters and that OHVA was on track to meet corrective actions required in the Findings of Facts.

d. Operations Report

i. Residency Verification Update

Ms. Rogers reported 13,347 addresses were put through the Verimove system in July and 116 addresses reported forwarding addresses. OHVA administration is following up on all addresses that were flagged and remains 78 outstanding.

7. Finance

a. Bank Reconciliation



Due to the absence of Board Treasurer Jacob Moeller, Ms. Lippens tabled the proposed Motion I: Resolution regarding filing of the Bank Reconciliations and asked that such be placed on the October agenda.

b. Budget Review

Ms. Diu reviewed the budget forecast showing a balanced budget. The budget is showing an increase of \$5.3 million in revenue as the amount of ESSER funds to be used this year has increased. A decision was made to increase staff office allowance to \$200. Ms. Diu presented a 2-page review of the ESSER funding. Shana VanGrimbergen presented the general guidelines related to the COVID funding received from the federal government. As needs change, OHVA can update its application for use of the funds and shift where the funds will be used. It was confirmed that OHVA does not have a preschool however OHVA does serve 5 year old special needs students.

c. Credit Card Policy

Motion I: Resolution regarding OHVA credit card use policy

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby resolves that the Credit Card Use Policy implemented on April 16, 2019 shall be replaced in its entirety with the following:

Credit Card Use Policy

The Head of School is the only individual permitted to be issued an OHVA credit card. The credit card issued to the Head of School is to be used for OHVA expenses only and shall not exceed a \$20,000 limit. The credit card will typically be used for room rentals for student testing or teacher in-services, travel and online purchases of goods or services when the vendor requires payment in advance. All purchases must be made in accordance with the OHVA Procurement Policy. When not in use, the credit card will be kept in a locked location within the finance department. The Head of School and School Treasurer/Designated Fiscal Officer are authorized to grant permission to use the credit card. In order to use the credit card, the credit card must be signed out from the Designated Fiscal Officer/School Treasurer using the Credit Card Sign Out sheet. The credit card must be returned by the end of the business day on which it was signed out, and the purchaser must submit receipt(s) to the Designated Fiscal Officer/School Treasurer at that time.

The OHVA credit card cannot be used for personal expenses or to obtain cash advances. Misuse of the card will result in cancellation of the card, withdrawal of credit card privileges and disciplinary action up to and including termination. In addition to the Designated Fiscal Officer/School Treasurer, the President of the Board of Trustees and the Board Treasurer shall also have the right to immediately cancel the credit card on behalf of OHVA. All non-approved purchases will be the responsibility of the individual responsible for such purchases. The Designated Fiscal Officer/School Treasurer has the overall responsibility to oversee the proper use of the credit card and take appropriate action consistent with this policy. A lost or stolen credit card must be reported to the Designated Fiscal Officer/School Treasurer or Head of School immediately. The Head of School will immediately notify the credit card issuer and take such action that is reasonably necessary to avoid any further use of the lost or stolen credit card.

Discussion: Ms. Diu explained the changes that needed to be made to the credit card use policy based on the auditor's suggestions and recommendations.



Moved: Zimmerman-Thornhill **Seconded:** Lochbihler

Vote: 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"/>
Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Richardson	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Zimmerman-Thornhill	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

8. Personnel/Staff Development

a. Employment Agreements

Motion II: Resolution regarding Employment Agreements

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the OHVA Employment Agreements offered to the individuals on the document attached hereto as Appendix A presented by the Head of School and reviewed with the HR Committee.

Discussion: Dr. Stewart explained that the list included not only those individuals receiving new 3-year contracts or 1-year contracts but also those individuals who had existing contracts and received a memo regarding their new salary.

Moved: Davenport

Seconded: Richardson

Vote: 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"/>
Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Richardson	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Zimmerman-Thornhill	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

Motion III: Resolution regarding Resignation of Employee and Waiver of Paragraph 7.04

BE IT RESOLVED THAT the Board of Trustees of OHVA Board of Trustees of OHVA hereby approves the resignation of Tracy Aldrich, an OHVA Advisor, effective immediately to allow her to accept a position with K12, Inc. or an affiliate of K12, Inc. ("K12"). Further, the Board of Trustees of OHVA hereby waives 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 to allow Tracy Aldrich to be employed by K12 as OHVA CRE Program Coordinator, exclusively for Ohio Virtual Academy. This waiver is revoked if K12 employs this individual in a position other than the one specifically listed.

Discussion: Dr. Stewart explained this OHVA employee sought the position of CRE Program Coordinator which is a K12 position. Therefore, the Board needs to approve of her resignation from OHVA and grant a waiver to K12.

Moved: Wise

Seconded: Davenport

Vote: Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
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Humbert	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"/>
Richardson	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Zimmerman-Thornhill	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

b. Extra Duty Job Descriptions

Motion IV: Resolution regarding extra duty job descriptions

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the extra duty job descriptions for the following positions:

- National Honor Society Advisor
- Student Club Advisor
- Peer Mentor Advisor
- Resident Educator Mentor
- Student Council Advisor

The Head of School is hereby authorized to seek applications for and select existing OHVA employees who meet the qualifications to perform these extra duties. Such individuals will be offered a Board-approved Extra Duty Contract. The Head of School shall submit all Extra Duty Contracts to the Board for approval.

Discussion: Mr. Wilkinson explained these extra duty job descriptions reflect positions where teachers or staff act in an advisory position and the commitment warrants additional compensation. These are just the job descriptions as the actual contracts will be submitted at the next Board meeting. Ms. Dorner explained the extra duty contract has already been developed for two prior positions.

Moved: Zimmerman-Thornhill

Seconded: Lochbihler

Vote: 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"/>
Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Richardson	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Zimmerman-Thornhill	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

c. Bonus Update

Dr. Stewart presented information related to the bonus pool and salary increases. The 5% bonus pool was \$1,456,777.87 and the salary increase pool was \$807,838.87. Because of the decision to increase starting salary for teachers to \$40,000, significant increases were made to many individuals to equalize the salaries with the maximum increase being \$6,396.42. The maximum amount of bonus during the course of the year was \$5,892.19 and the maximum for merit pay increase was \$2,746.95.



9. Compliance

a. OCCS Report

Ms. Burke presented a 3-page Board Brief. She explained Tiffany Porter was instrumental in making sure all of the annual opening assurances were completed in a timely manner. OCCS received one complaint regarding the promotion of a student and it was determined OHVA followed its policy. OCCS also receive a request for assistance related to a student who was 1 credit shy of graduating and they were able to complete the credit during summer school and has graduated. HB110 is the biennial budget bill and provided an increase per student from \$6,020 to \$7,200. It is unclear whether online schools will be receiving an increase in facility funding. Students are now allowed to opt out of taking the Act or SAT during their junior year. The law has also changed regarding the automatic withdrawal of students due to failure to take assessments. HB 82 changes report cards for schools from an A-F system to a 5 star rating system.

b. Academic Prevention and Intervention Policy

Motion V: Resolution Regarding 2021-2022 Academic Prevention and Intervention Policy

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the 2021-2022 OHVA Academic Prevention and Intervention Policy, attached hereto, as recommended by the Senior Head of School and reviewed by the Academic Committee.

Discussion: Mr. Wilkinson explained this policy is an annual requirement in order to maintain compliance. There were a few minor changes which were reviewed briefly.

Moved: Zimmerman-Thornhill

Seconded: Wise

Vote: 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"/>
Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Richardson	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Zimmerman-Thornhill	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

c. Board Officer Election

Motion VI: Resolution Regarding Board Officers for the 2021-2022 School Year

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby elects the following Board Officers for the 2021-2022 School Year:

- President – Stephen Vasquez
- Vice President – Susan Lippens
- Secretary – Jennifer Wise
- Treasurer – Jacob Moeller

Discussion: Ms. Lippens indicated that she believed that everyone was willing to remain in their current positions unless someone else wanted to consider a Board officer position.



Moved: Zimmerman-Thornhill

Seconded: Richardson

Vote: 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"/>
Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Richardson	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Zimmerman-Thornhill	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

d. 2021-22 Board Regular Meeting Schedule

Motion VII: Resolution Regarding Regular Meeting Dates

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby sets the following dates for its regular meetings for the remainder of the 2021-2022 school year:

- October 19, 2021
- December 7, 2021
- February 15, 2022
- April 19, 2022
- May 17, 2022
- June 21, 2022

All meetings shall be held at the OHVA offices located at 1690 Woodlands, First Floor, Maumee, OH 43537 beginning at 2 p.m. The public is invited and encouraged to attend. The Head of School shall take steps necessary to properly publish these meeting dates consistent with Board policy.

Discussion: Dr. Stewart explained the dates chosen were consistent with the same type of schedule followed by the Board last year.

Moved: Wise

Seconded: Davenport

Vote: 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"/>
Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Richardson	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Wise	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Zimmerman-Thornhill	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

10. Other Updates

Ms. Zimmerman-Thornhill announced her resignation and expressed her gratitude for being selected to serve on the OHVA Board for 8 years. Dr. Stewart and other members of the Board conveyed their appreciation for all of her service on the Board and her involvement on the Academic Committee.



11. Upcoming Event Dates and Communications

Ms. Lippens reminded all in attendance that the next Board meeting is October 19, 2021.

Having no further business, Ms. Lippens adjourned the meeting at 3:48 p.m.