

***Ohio Digital Learning School  
Meeting Minutes***

July 26, 2023

10:00 AM

**Location:** 1745 Indian Woods Circle  
Maumee, Ohio 43537

**Zoom link:** <https://k12.zoom.us/j/94664619741>

**I. Call to Order**

The meeting was called to order at 10:01 AM.

**II. Roll Call**

**Board Members Present:**

Chris Canova, President  
Chelsea Kania, Vice President  
Tiffany Akeman, Secretary  
Roula Braidy, Director

**Board Members Absent:**

Gregory Fockler, Treasurer

**Other Attendees:**

Mahailey Albain, *ODLS Academic Administrator*  
Laura Houghton, *Operations Manager/Interim HOS*  
Megan Kovach, *Academic Administrator of Special Programs*  
Angie Day, *ODLS Assistant Principal*  
Cindy Wright, *Stride*  
Regina Krotzer, *Stride*  
Stephanie Jones, *Stride*  
Rebekah Enz, Esq., *Amy Goodson Co., LLC, Board Legal Counsel*  
Scott McClain, *OCCS*  
Tara Jones, *OCCS*  
Helen Wilson, *Teacher, 22+ Program*

**III. Public Comment**

None

**IV. Review of Agenda**

**V. Action and Discussion Items**

**A. Approval of Minutes of Prior Meeting**

The Board reviewed the meeting minutes; no modifications were requested.

**23-41 RESOLVED**, that the Board of Directors approves the minutes of the meeting of June 28, 2023 as presented.

Motion: Ms. Kania      Second: Ms. Akeman  
Ayes: 4      Nays: 0

**B. Financial Report**

- **Federal Subgrant Expenditures**

Ms. Krotzer presented the financial report as of June 30, 2023, and discussed balances, expenses, enrollment, and federal grants (including ESSER). FY24 CCIP and FY22 audit are completed.

**23-42 RESOLVED**, that the Board of Directors approves the financial update, bank reconciliation, including approval of federal subgrant expenditures.

Motion: Ms. Braidy      Second: Ms. Kania  
Ayes: 4      Nays: 0

**C. Head of School Report**

- **Number of Suspensions and Expulsions**
- **Residency Verification (July)**
- **Review of Updates to ESSER ARP Plan, including ESSER Spending Plan, if any**

Ms. Albain presented the Head of School Report. The goal for enrollment is to start the year at 1,000 students. Funding has doubled for the 22+ Program. Ms. Albain also discussed staffing.

**23-43 RESOLVED**, that the Board of Directors accepts the state of the school report as presented, including the number of suspensions and expulsions and July residency verification.

**FURTHER RESOLVED**, that the Board of Directors accepts the resignation of staff as presented.

Motion: Ms. Akeman      Second: Ms. Canova  
Ayes: 4      Nays: 0

**D. EMIS and SOES Resolution**

The board reviewed the EMIS and SOES Resolution.

**23-44 WHEREAS**, the Board of Directors has contracted with K12 Virtual Schools, LLC, to provide the day-to-day operations of the School; and

**WHEREAS**, K12 Virtual Schools, LLC, as part of its management services, provides trained and skilled School Options Enrollment System (“SOES”) and Education Management Information System (“EMIS”) staff members and support at the School and by its management team in an effort to ensure quality reporting to all databases maintained by the department for the collection of education data.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors hereby designates K12 Virtual Schools, LLC, as the School’s SOES and EMIS coordinator for the School.

Motion: Ms. Canova      Second: Ms. Braidy  
Ayes: 4      Nays: 0

## **VI. Review of Policies**

### **A. Annual Policy Review**

Ms. Enz reviewed the annual policies below.

**23-45 RESOLVED**, that the Board of Directors has reviewed and approves the following policies:

- Amended and Restated Code of Regulations
- Code of Ethics and Conflict of Interest
- Public Records Policy and Retention Schedule
- Academic Prevention and Intervention Policy
- Parent Involvement Policy
- Career Advising Policy
- Homeless Student Policy

**FURTHER RESOLVED**, that the Board of Directors has provided a copy of the Public Records Policy to the operator as the designated records custodian.

Motion: Ms. Kania      Second: Ms. Akeman

Ayes: 4      Nays: 0

### **B Health and Safety Policy Review**

Ms. Enz reviewed the policies below.

**23-46 RESOLVED**, that the Board of Directors hereby acknowledges that it has reviewed the following policies and procedures in Section 300 of the Board Policy Manual to ensure the safety of students, employees, and other persons and to ensure that its policies and procedures comply with all applicable health and safety laws and regulations:

- Protective Eyewear Policy
- Bloodborne Pathogen Control Policy
- Chicken Pox Epidemic Policy
- Food Allergy Policy
- Medication Policy
- Search Policy
- Child Abuse or Neglect Reporting Policy
- Corporal Punishment Policy
- Tobacco Policy

Motion: Ms. Canova      Second: Ms. Akeman

Ayes: 4      Nays: 0

## **VII. Informational Reports**

### **A. Legal Update**

Ms. Enz presented the legal update.

### **B. Sponsor Update**

Mr. McClain presented Ms. Tara Jones, who is transitioning into the representative position. The upcoming convocation was discussed.

**C. Stride Update**

Ms. Wright presented the update and spoke about the search for an Executive Director. She commended the current staff. The new Executive Director will start on August 14 and will be introduced to the Board at the September meeting.

**VIII. Confirmation of Next Meeting:**

**Date: August 23, 2023**

**Time: 10:00 AM**

Location: ODLs Office  
1745 Indian Wood Circle  
Maumee, Ohio 43537

**IX. Adjournment: 10:33 AM**

Motion: Ms. Kania      Second: Ms. Akeman

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Approved by the Board of Directors of Ohio Digital Learning School on August 23, 2023.

DocuSigned by:

*Chris Canova*

Board President/Secretary