

# Ohio Digital Learning School *Meeting Minutes*

July 22, 2020

**Zoom link:** <https://k12.zoom.us/j/9521864703>

**Meeting ID:** 952 186 4703

**Phone one-tap:** [+16465588656,,9521864703#](tel:+16465588656,9521864703)

## I. Call to Order

The meeting was called to order at 10:00 AM.

## II. Roll Call

### Board Members Present:

Jennifer Wise, President  
Gregory Fockler, Treasurer  
Chris Canova, Secretary  
Tiffany Akeman, Vice President  
Meloney Osby, Director

### Other Attendees:

Kathleen Harkless, *ODLS School Leader*  
Dawn Cummings, *Fiscal Officer*  
Kelly Warnke, *Finance, K12*  
Rebekah Enz, Esq., *Board Legal Counsel, Amy Goodson Co., LLC*  
Kristin Katakis, *OCCS*  
Todd McIntire, *K12*

## 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.

**20-46 RESOLVED**, that the Board of Directors approves the minutes of the meeting of June 24, 2020 as presented.

Motion: Ms. Akeman      Second: Mr. Fockler  
Ayes: 5      Nays: 0

### B. Financial Report

- **Approval of payment to K12**

Ms. Cummings presented the financial report. She discussed the school's FTEs and the CCIP budget, which must be completed by June 30. K12 was paid \$50,000 to keep funds in the bank account to account for any expenses that may be higher. Ms. Cummings also discussed budget variances. There will be no payments to K12 in August and September.

**20-47 RESOLVED**, that the Board of Directors approves the financial update and bank reconciliation as presented.

**FURTHER RESOLVED**, that the Board of Directors approves a payment to K12 in the amount of \$50,000 and authorizes the board President to sign the payment authorization.

Motion: Mr. Canova Second: Ms. Wise

Ayes: 5 Nays: 0

**C. Head of School Report**

- **Number of Suspensions and Expulsions**
- **Residency Verification (July)**
- **Staff Changes**
- **Additional Positions**

Ms. Harkless presented the Head of School Report. She discussed the school’s demographics and compliance updates including residency verification. The school is projected to reach its enrollment cap by October. One social studies teacher and three intervention specialists have been hired. The school will continue to grow staff cautiously. There will be more new hires to report at the next board meeting.

**20-48 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 approves the hiring of employees as presented.

Motion: Ms. Akeman Second: Mr. Fockler

Ayes: 5 Nays: 0

**D. EMIS and SOES Resolution**

Ms. Enz spoke to EMIS and SOES reporting.

**20-49 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: Mr. Canova Second: Ms. Wise

Ayes: 5 Nays: 0

**E. Semi-Annual Report on Incidents of Harassment, Intimidation and Bullying**

Ms. Harkless reviewed the semi-annual report on verified incidents of harassment, intimidation and bullying. There were no infractions.

**20-50 RESOLVED**, that the Board of Directors accepts the Semi-Annual Report of Verified Acts of Harassment, Intimidation and Bullying as presented.

Motion: Mr. Fockler Second: Ms. Akeman  
Ayes: 5 Nays: 0

**F. Board Membership Discussion**

Ms. Wise discussed board membership. Mr. McIntire discussed an organization K12 works with that works with professionals to help with community service and board membership.

**G. Board Members Training Discussion**

Ms. Wise discussed board member training and possible training on Ohio's local report cards. A training session will be scheduled to follow the October board meeting.

**VI. Review of Policies**

**A. ODLs Fiscal Policies and Procedures**

Ms. Enz discussed the ODLs fiscal policies and procedures.

**20-51 RESOLVED**, that the Board of Directors approves and adopts the ODLs Fiscal Policies and Procedures as presented.

Motion: Mr. Fockler Second: Ms. Akeman  
Ayes: 5 Nays: 0

**B. Health and Safety Policies and Procedures**

Ms. Enz spoke to the health and safety policies and procedures.

**20-52 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
- Prevention of Sexual Misconduct and Abuse Policy

Motion: Mr. Canova Second: Ms. Wise  
Ayes: 5 Nays: 0

**C. Code of Ethics and Conflict of Interest Policy**

Ms. Enz reviewed the Code of Ethics and Conflict of Interest Policy.

**20-53 RESOLVED**, that the Board of Directors has reviewed and approves the Code of Ethics and Conflict of Interest Policy as presented.

Motion: Mr. Canova Second: Ms. Akeman  
Ayes: 5 Nays: 0

**D. Academic Prevention / Intervention Policy**

The board reviewed the Academic Prevention / Intervention Policy.

**20-54 RESOLVED**, that the Board of Directors has reviewed and approves the Academic Prevention / Intervention Policy as presented.

Motion: Ms. Wise    Second: Ms. Akeman  
Ayes: 5    Nays: 0

**VII. Informational Reports**

**A. Legal Update**

Ms. Enz presented the legal update.

**B. Sponsor Update**

Ms. Katakis presented the sponsor update. She met with Ms. Harkless regarding school opening. OCCS offices are closed until August. Background checks are not being done in the OCCS office this year due to COVID-19 concerns.

**C. K12 Update**

Mr. McIntire discussed responding to the increase in demand for virtual schools. The K12 virtual summit starts today.

**VIII. Confirmation of Next Meeting:**            August 26, 2020 at 10:00 AM  
Video/telephone conference

**IX. Adjournment:** 10:52 AM

Motion: Ms. Wise    Second: Mr. Fockler

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Approved by the Board of Directors of Ohio Digital Learning School on August 26, 2020

Signed by: \_\_\_\_\_  
*Chris Canova*  
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Board President/Secretary