

Ohio Digital Learning School *Meeting Minutes*

May 27, 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 10:03 AM.

II. Roll Call

Board Members Present:

Jennifer Wise, President
Chris Canova, Secretary
Tiffany Akeman, Director
Meloney Osby, Director

Board Members Absent:

Gregory Fockler, Treasurer

Other Attendees:

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

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.

20-23 RESOLVED, that the Board of Directors approves the minutes of the meeting of April 22, 2020 as presented.

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

B. Financial Report

- **Approval of payment to K12**

Ms. Cummings presented the financial report. She discussed FTEs, all expenses and the actual-to-budget comparison report.

20-24 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 \$100,000 and authorizes the board treasurer to sign the payment authorization.

Motion: Ms. Wise Second: Mr. Canova

Ayes: 4 Nays: 0

C. Budget and Five-Year Forecast

Ms. Cummings reviewed the proposed FY 2021 budget and five-year forecast. The school will receive \$64,000 from the CARES act. Ms. Harkless discussed the categories for which the funds can be used.

20-25 RESOLVED, that the Board of Directors approves the revised and projected FY 2021 Budget as presented;

FURTHER RESOLVED, that the Board of Directors hereby approves and adopts the Five-Year Forecast, May 2020 Submission, and authorizes the fiscal officer to submit the Five-Year Forecast in the proper format, to the Ohio Department of Education by the designated deadline.

Motion: Mr. Canova Second: Ms. Akeman

Ayes: 4 Nays: 0

D. Insurance Applications

Ms. Harkless discussed each of the three insurance applications. The sexual abuse application is similar to the one approved last month; the agent would like to price it out to see if a better price is available.

20-26 RESOLVED, that the Board of Directors approves the insurance applications as presented and authorizes the board president to sign said applications.

Motion: Mr. Canova Second: Ms. Akeman

Ayes: 4 Nays: 0

E. Employee Benefits Package

Ms. Harkless is looking to continue with the same employee benefits package. There will be a slight cost increase.

20-27 RESOLVED, that the Board of Directors approves the Employee Benefits Package as presented and authorizes the Board President to sign said document.

Motion: Ms. Wise Second: Mr. Canova

Ayes: 4 Nays: 0

F. Head of School Report

- **Number of Suspensions and Expulsions**
- **Residency Verification (March and April)**

Ms. Harkless presented the Head of School Report. The virtual graduation is scheduled for June 8.

20-28 RESOLVED, that the Board of Directors accepts the state of the school report as presented, including the number of suspensions and expulsions and March and April residency verification.

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

G. Executive Session

Motion to adjourn into executive session for purposes of discussing the discipline of a public employee at 10:47 AM.

Motion: Mr. Canova Second: Ms. Wise

Roll Call Vote:

Wise, aye; Canova, aye; Akeman, aye; Osby, aye

The board returned to regular session at 10:54 AM.

H. Employee Contracts and Salaries

Ms. Harkless discussed employee salaries and bonuses.

20-29 RESOLVED, that the Board of Directors approves the employee contracts and salary changes as presented for the following employees:

Bates, Jessica
Bohles, Miriam Jeannetta
Bourgeois, Theresa
Caudell, Scott
Cianciolo, Alison Nicole
Cote, Rita
Dinapoli, Patrick
Edwards, Laura
Evans, Brandon
Flores, Stacey
King, Jennifer Anne
Lahetta, Kristin
Loomis, Thom
Mangan, Ann
Moore, Kathleen Sue
Pope, Shawna
Rose, Tanya C
Seibert, Rochelle Catherine
Tobe, Benjamin David
Trapp, Erica Marie
Volp, Elisha
West, Katherine

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

I. Procedure for Identifying Students Qualifying for a High School Diploma

Ms. Harkless discussed the plan for identifying students who qualify for a high school diploma. Students must still complete credits. This flexibility will be in place until September 30th.

20-30 WHEREAS, pursuant to House Bill 197, students on track to complete curriculum requirements are eligible to receive diplomas while foregoing all additional requirements;

THEREFORE BE IT RESOLVED, that the Board of Directors approves the Procedure for Identifying Students Qualifying for a High School Diploma as presented.

Motion: Ms. Akeman Second: Mr. Canova

Ayes: 4 Nays: 0

J. Policy for Students at Risk of Not Qualifying for High School Diploma

Ms. Enz discussed the policy for students at risk of not qualifying for graduation.

20-31 RESOLVED, that the Board of Directors approves the Policy for Students at Risk of Not Qualifying for High School Diploma as presented.

Motion: Ms. Wise Second: Ms. Akeman

Ayes: 4 Nays: 0

K. Graduation Seals

Ms. Harkless discussed the graduation seals and requirements. Students in the class of 2023 and beyond most complete two seals: one must be state and one can be local.

20-32 WHEREAS, Ohio Revised Code Section 3313.6114 establishes a system of 12 diploma seals, including three locally defined seals for students to demonstrate academic, technical, and professional readiness for careers, college, the military, or self-sustaining professions;

WHEREAS, the Board of Directors is responsible for ensuring that the School requires students to earn at least two seals, one which must be state defined in order to demonstrate readiness; and

WHEREAS, the School is required to develop guidelines for at least one of the locally defined diploma seals described at R.C. 3313.6114(C)(8) to (10);

NOW THEREFORE BE IT RESOLVED, that the Board of Directors approves the graduation policy, including the locally defined diploma seals guidelines as presented.

FURTHER RESOLVED, that the Board of Directors directs the School to maintain appropriate records to identify students who have met the requirements prescribed under the locally defined diploma seals guidelines.

FURTHER RESOLVED, as from time to time, the Ohio Department of Education revises and mandates additional guidance as it becomes available and is finalized, the Board of Directors directs the School to permit any student meeting the qualifications for any additional state-defined diploma seal options, provided by the Ohio Department of Education, shall qualify for issuance of the diploma seal upon meeting all of the requirements.

Motion: Mr. Canova Second: Ms. Akeman

Ayes: 4 Nays: 0

L. Model Special Education Policy

Ms. Enz discussed the model special education policy.

20-33 RESOLVED, that the Board of Directors approves and adopts the Ohio Model Special Education Policy as presented.

Motion: Ms. Wise Second: Mr. Canova
Ayes: 4 Nays: 0

M. ODLs Related Services and Procedures Manual

Ms. Lockwood reviewed the updates to the ODLs related services and procedures manual.

20-34 RESOLVED, that the Board of Directors approves and adopts the Related Services and Procedures Manual as presented.

Motion: Ms. Wise Second: Ms. Osby
Ayes: 4 Nays: 0

N. ODLs Special Programs Procedure Manual

Ms. Lockwood discussed the special programs and procedures manual, which combines the ODE model policy with general plans. The manual includes procedures for physically filing files. Procedures are listed for all evaluations. Ms. Lockwood reviews the manual with staff.

20-35 RESOLVED, that the Board of Directors approves and adopts the Related Services and Procedures Manual as presented.

Motion: Ms. Wise Second: Mr. Canova
Ayes: 4 Nays: 0

O. Prevention of Sexual Misconduct and Abuse Policy

Ms. Enz spoke to the policy on prevention of sexual misconduct and abuse.

20-36 RESOLVED, that the Board of Directors approves and adopts the Prevention of Sexual Misconduct and Abuse Policy pending Board Legal Counsel review.

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

P. 2020-2021 Parent Student Handbook

Ms. Harkless discussed changes to the parent student handbook for the upcoming school year. The changes include notification of rights for FERPA, updated links to forms, updated contact information, an added section on onboarding and a revised communications section.

20-37 RESOLVED, that the Board of Directors approves and adopts the 2020-2021 Parent Student Handbook pending Board Legal Counsel review.

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

Q. Board Member Training Discussion

The Board discussed training requirements.

VI. Informational Reports

A. Legal Update

Ms. Enz presented the Legal Update.

B. Sponsor Update

Ms. Katakis presented the sponsor update, including an update to the sponsor's COVID-19 resource.

C. K12 Update

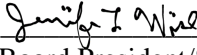
Mr. McIntire had nothing further to add. K12 is monitoring the effects of COVID-19 and providing continued support to the school.

VII. Confirmation of Next Meeting: June 24, 2020 at 10:00 AM (annual)
Video/telephone conference

VIII. Adjournment: 11:41 AM

Motion: Ms. Akeman Second: Ms. Wise

Approved by the Board of Directors of Ohio Digital Learning School on June 24, 2020.

DocuSigned by:

Board President/Secretary