

# Ohio Digital Learning School

## *Meeting Minutes*

September 25, 2019

1745 Indian Woods Circle

Maumee, Ohio 43537

### **I. Call to Order**

The meeting was called to order at 10:04 AM.

### **II. Roll Call**

#### **Board Members Present:**

Gregory Fockler, Treasurer

Tiffany Akeman, Director

John Ziegelhofer, Director

Meloney Osby, Director

#### **Board Members Absent:**

Jennifer Wise, President

Chris Canova, Secretary

#### **Other Attendees:**

Elizabeth Roth, *K12*

Judy Shopp (via phone), *Associate General Counsel, K12*

Ashley Baril, *K12 Marketing*

Dawn Cummings, *Fiscal Officer*

Kelly Warnke, *Finance, K12*

Becky Enz, Esq. *Amy Goodson Co., LLC, Board Legal Counsel*

Kristin Katakis, *OCCS*

Scott McClain, *OCCS*

### **III. Public Comment**

None

### **IV. Review of Agenda**

### **V. Informational Report**

#### **A. Sponsor Update**

Ms. Katakis presented the sponsor update. She has worked with Ms. Harkless on Epicenter training. As this is a new school, the first report card will be reviewed at this time next year. November 12, 2019 is online learning day in Columbus. The sponsor representatives had to leave the meeting at this time.

### **VI. Action and Discussion Items**

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

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

**19-45 RESOLVED**, that the Board of Directors approves the minutes of the meeting of August 28, 2019 as presented.

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

## **B. Financial Report**

Ms. Cummings presented the financial update. The average enrollment was lower than the budgeted amount; however, the deficit went down by 2%. Ms. Cummings discussed the balance sheet and indicated that state funding is expected in October. K12 will be providing an advance to the school at the beginning of October as well. The budget and five-year forecast will be presented to the board at the October meeting.

**19-46 RESOLVED**, that the Board of Directors approves the financial update as presented.

Motion: Mr. Ziegelhofer      Second: Mr. Fockler  
Ayes: 4      Nays: 0

## **C. Head of School Report**

- **Number of Suspensions and Expulsions**
- **Residency Verification**
- **Marketing Update**

Ms. Roth presented the Head of School Report as Ms. Harkless was attending a training. All the furniture has been delivered and the transformation of offices has been a great transition.

Eight credits have been awarded through credit recovery. The school already has a possible first graduate candidate. There are 230 students enrolled and 212 with a future start date. There are 106 students in the pipeline to enroll. There have been zero suspensions or expulsions. There is an FTE audit in October.

Ms. Roth discussed the student demographics as listed in the written report. There is a 23% special education population at the school. The board requested a breakdown of the schools from which students are coming for the next meeting.

Ms. Baril presented information on marketing including the marketing team and the roles of each member on the team. She discussed the state media campaigns and the digital marketing strategy. The team has also developed a social media strategy and is currently working on increasing followers. Additionally, the team uses social media to target minority and homeless students.

**19-47 RESOLVED**, that the Board of Directors approves the state of the school report as presented including the number of suspensions and expulsions and residency verification.

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

## **D. Employee Approval/Personnel Report**

Ms. Roth discussed the staffing report. There are two new hires, both intervention specialists. Ms. Roth reviewed the current staff.

**19-48 RESOLVED**, that the Board of Directors approves the hiring of employees as presented.

Motion: Mr. Ziegelhofer    Second: Mr. Fockler  
Ayes: 4    Nays: 0

#### **E. Board Policies**

- **Student Records Policy**
- **Anti-Harassment and Bullying Policy**
- **Public Records Policy**

Ms. Enz discussed the policies presented; all three policies were revised for consistency with the parent student handbook.

**19-49 RESOLVED**, that the Board of Directors hereby approves and adopts the Student Records Policy, Anti-Harassment, Intimidation and Bullying Policy, and Public Records Policy as presented.

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

#### **F. Election of Board Vice President**

The Board discussed the election of a vice president and the duties of the position.

**19-50 RESOLVED**, that the Board of Directors elects John Ziegelhofer as Vice President, to serve in such capacity for a term of one year (until the 2020 Annual Board Meeting), or until the election and qualification of his respective successor.

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

#### **G. Superintendent Appointment**

The Board discussed appointing Ms. Harkless as superintendent. There must be a superintendent listed in the state systems.

**19-51 RESOLVED**, that the Board of Directors appoints Kathleen Harkless as Superintendent of Ohio Digital Learning School.

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

#### **H. Insurance Affidavit**

The Board reviewed the insurance affidavit provided by the insurance agent. Ms. Enz discussed the face value of the document. The Board requested additional information regarding the document from the insurance agent. The Board authorized Tiffany Akeman to sign the document pending the receipt of additional information.

**19-52 RESOLVED**, that the Board of Directors approves the Surplus Lines Statement affidavit and authorizes Tiffany Akeman to sign said affidavit pending additional information.

Motion: Mr. Ziegelhofer    Second: Mr. Fockler  
Ayes: 4    Nays: 0

**I. Unemployment Compensation Documentation**

The board reviewed two forms required by the Ohio Department of Job and Family Services, the Employer’s Representation Authorization forms and the Report to Determine Liability. The Board discussed selecting to be either a contributory or reimbursing employer and chose to be a reimbursing employer on the Report to Determine Liability

**19-53 RESOLVED**, that the Board of Directors approves the Ohio Department Job and Family Services Employer’s Representation form and designates ODLS as a reimbursing employer on the Report to Determine Liability form.

Motion: Mr. Ziegelhofer    Second: Mr. Fockler  
Ayes: 4    Nays: 0

**J. Board Retreat Discussion**

The board requested the retreat discussion remain on the agenda but will leave the October meeting as a regular meeting.

**VII. Informational Reports**

**A. Legal Update**

Ms. Enz presented the legal update.

**B. K12 Update**

Ms. Roth indicated there is a possible interested party for board membership.

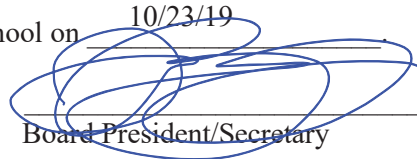
**VIII. Confirmation of Next Meeting:**            October 23, 2019 at 10:00 AM  
1745 Indian Wood Circle  
Maumee, Ohio 43257

**VIII. Adjournment:** 11:05 AM

Motion: Ms. Akeman    Second: Mr. Ziegelhofer

---

Approved by the Board of Directors of Ohio Digital Learning School on 10/23/19



Board President/Secretary

