

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

July 27, 2022

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

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

**Meeting ID:** 952 186 4703

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

**I. Call to Order**

The meeting was called to order at 10:02 AM.

**II. Roll Call**

**Board Members Present:**

Chris Canova, President  
Chelsea Kania, Vice President  
Gregory Fockler, Treasurer  
Tiffany Akeman (arrived at 10:05 AM), Secretary

**Board Members Absent:**

Jennifer Wise, Director

**Other Attendees:**

Kathleen Harkless, *ODLS Head of School*  
Mahailey Albain, *ODLS Academic Administrator*  
Kristal Lockwood, *ODLS Academic Administrator – Special Programs*  
Cindy Wright, *Stride*  
Nancy Segel, *K12*  
Regina Keotzer, *K12*  
Rebekah Enz, Esq., *Amy Goodson Co., LLC, Board Legal Counsel*  
Kristin Katakis, *OCCS*  
Dawn Cummings, *Fiscal Officer*  
Roula Braidy, *potential board member*

**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.

**22-40 RESOLVED**, that the Board of Directors approves the minutes of the meeting of June 22, 2022, as corrected.

Motion: Ms. Kania      Second: Mr. Fockler  
Ayes: 3      Nays: 0

Ms. Akeman joined the meeting at this time.

## **B. Financial Report**

Ms. Cummings presented the financial report and discussed balances, deadlines and federal funds. There was no K12 payment in July. Ms. Segel and Ms. Keotzer from K12 are taking over financials for ODLS. Ms. Cummings will remain treasurer of record for now; Ms. Segel will become treasurer of record in the future.

**22-41 RESOLVED**, that the Board of Directors approves the financial update and bank reconciliation as presented.

Motion: Mr. Fockler      Second: Ms. Akeman  
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. Harkless presented the school report, reviewing school highlights. The 22+ program application has been approved. There were 378 graduates for school year 2021-2022. Ms. Harkless also provided enrollment updates, discussed demographics and residency verification, and reported on submission of total learning opportunities to ODE.

**22-42 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.

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

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

## **D. Virtual Meeting Resolution**

The board discussed the proposed virtual meeting resolution.

**22-43 WHEREAS**, HB 51 temporarily permitted Ohio public bodies, including the Board of Directors of the School, to hold meetings via teleconference, video conference, or any other similar electronic technology;

**WHEREAS**, the Board of Directors did, in fact conduct meetings via teleconference and/or video conference while the law allowed from approximately February 2022 through June 2022;

**WHEREAS**, the Board of Directors beginning July 1, 2022 returned to in-person meetings as required by Ohio's Open Meetings Act, but desires to ensure that all Board actions taken during virtual meetings were proper;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors hereby acknowledges that proper notice and public access to all virtual meetings was provided; all proper meeting protocols were followed during said meetings, including that during any time of temporary disconnection meetings were paused until connection was re-

established; no discussion or votes were taken during a period of disconnection or during any period when quorum was not maintained for any reason;

**FURTHER RESOLVED**, that the Board of Directors ratifies all board resolutions, policies, and actions approved and adopted during the time of virtual meetings.

Motion: Ms. Akeman      Second: Mr. Fockler

Ayes: 4      Nays: 0

#### **E. 2022-2023 Adult 22+ High School Diploma Program Handbook**

Ms. Harless discussed the handbook, the changes from the traditional handbook, and the removal of items that do not apply to students who are over 18. She also reviewed the new sections in the handbook.

**22-44 RESOLVED**, that the Board of Directors approves and adopts the 2022-2023 Adult 22+ High School Diploma Program Handbook pending legal counsel review.

Motion: Ms. Kania      Second: Ms. Akeman

Ayes: 4      Nays: 0

#### **F. Employee Benefits Package**

Ms. Harkless presented the employee benefits package and discussed separate options. The Board opted to keep the same contribution plan even though there is an increased cost to the Board.

**22-45 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: Ms. Kania

Ayes: 3      Nays: 0

#### **G. 2022-2023 Special Program Manuals**

Ms. Lockwood discussed the changes to the special program manuals.

**22-46 RESOLVED**, that the Board of Directors approves and adopts the following manuals pending legal counsel review:

2022-2023 Special Education Manual

2022-2023 Related Services Manual

2022-2023 504 Manual

2022-2023 English Learners Manual

Motion: Ms. Kania      Second: Mr. Fockler

Ayes: 4      Nays: 0

#### **H. EMIS and SOES Resolution**

The board discussed EMIS and SOES reporting.

**22-47 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. Fockler      Second: Ms. Akeman  
Ayes: 4      Nays: 0

## **I. Board Membership Discussion**

The board discussed accepting Ms. Wise's resignation and appointing a new board member.

**22-48 RESOLVED**, that the Board of Directors approves and appoints Roula Braidy as a member of the Board of Directors for a three-year term effective until the 2025 annual organizational meeting, subject to sponsor approval.

**FURTHER RESOLVED**, that the Board of Directors approves the resignation of Jennifer Wise, pending receipt of the sponsor approval of Ms. Braidy, and thanks Ms. Wise for her dedication and service.

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

## **VI. Review of Policies**

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

Ms. Enz spoke to the policies for annual review.

**22-49 RESOLVED**, that the Board of Directors has reviewed and approves the following policies:

- Code of Ethics and Conflict of Interest
- Policy Public Records Policy
- Academic Prevention and Intervention Policy
- Parent Involvement Policy
- Career Advising Policy
- Homeless Student Policy

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

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

Ms. Enz discussed the school's health and safety policies and procedures.

**22-50 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

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

**VII. Informational Report**

**A. Legal Update**

Ms. Enz presented the legal update.

**B. Sponsor Update**

Ms. Katakis gave the sponsor report and discussed compliance.

**C. Stride Update**

Nothing further to add

**VIII. Confirmation of Next Meeting:**

Date: August 24, 2022

Time: 10:00 AM

Location: ODLs Office

1745 Indian Wood Circle

Maumee, Ohio 43537

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

Motion: Ms. Kania      Second: Mr. Fockler

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Approved by the Board of Directors of Ohio Digital Learning School on \_\_\_\_\_.

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Board President/Secretary