

Ohio Digital Learning School
Meeting Minutes

July 31, 2024
10:00 AM
1745 Indian Wood Circle
Suite 110
Maumee, Ohio 43537

Teams link: [Join the meeting now](#)

Meeting ID: 257 877 341 650

Passcode: Kj78ti

I. Call to Order

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

II. Roll Call

Board Members Present:

Chris Canova, President
Chelsea Kania, Vice President
Gregory Fockler, Treasurer
Tiffany Morrissey, Secretary, *arrived at 10:04 AM*
Roula Braidy, Director

Other Attendees:

Laura Houghton, *Operations Manager*
Brian Powderly, *Executive Director*
Theresa Bourgeois, *EMIS and Title I Coordinator*
Angie Day, *ODLS Assistant Princip*
Cindy Wright, *Stride*
Lisa Zyriek, *Stride*
Stephanie Nelson, *Fiscal Officer*
Rebekah Enz, Esq., *Board Legal Counsel*
Kristin Katakis, *OCCS*

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.

24-45 RESOLVED, that the Board of Directors approves the minutes of the meeting of June 26, 2024, as presented.

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

Ms. Morrissey arrived at this time.

B. Financial Report

- **Federal Subgrant Expenditures**

Ms. Nelson presented the financial report as of June 30, 2024, and discussed the July and August K12 payment, revenue and expenses, and grants and federal programs.

24-46 RESOLVED, that the Board of Directors approves the financial update, bank reconciliation, and payment to Stride K12 as presented, including approval of federal subgrant expenditures.

Motion: Ms. Braidy Second: Mr. Canova
Ayes: 5 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**

Mr. Powderly presented the school report and provided updates on staff, shared data from summer school, and discussed enrollment projections and demographics, and spoke to the professional development on flipped classrooms. He noted that 174 files were audited, and the audit is complete.

Ms. Day was introduced as the new principal and expanded on summer school information.

Board members asked about cyber security, and Ms. Houghton discussed the Continued Engagement Plan.

24-47 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.

24-48 RESOLVED, that the Board of Directors approves the hiring of employees as presented.

Motion: Ms. Kania Second: Ms. Morrissey
Ayes: 5 Nays: 0

D. EMIS and SOES Resolution

The board discussed EMIS and SOES reporting.

24-49 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: Ms. Braidy Second: Mr. Fockler
Ayes: 5 Nays: 0

E. Staff Stipends

Ms. Houghton discussed staff stipends for the positions listed below.

24-50 WHEREAS, the Board of Directors finds a proper public purpose in the support of teachers and staff.

THEREFORE, BE IT RESOLVED, that the Board of Directors approves of the following stipends.

- Special Education Lead in an amount not to exceed \$5,000
- Caseload Manager Special Education in an amount not to exceed \$5,000
- 22+ Program Coordinator in an amount not to exceed \$6,000
- RESA Lead in an amount not to exceed \$2,000
- LPDC Lead in an amount not to exceed \$2,000
- General Education Lead Teacher in an amount not to exceed \$1,500

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

F. 2024-2025 Parent/Student Handbook

Ms. Houghton discussed the 2024-2025 Parent/Student Handbook and noted one change due to a state requirement. Students must provide proof of residency within 30 days, unless homeless, or they must withdraw.

24-51 RESOLVED, that the Board of Directors approves and adopts the 2024-2025 Parent Student Handbook pending Board Legal Counsel review.

Motion: Ms. Morrissey Second: Ms. Kania
Ayes: 5 Nays: 0

G. 2024-2025 Employee Handbook

Ms. Houghton discussed the 2024-2025 Employee Handbook. She reviewed the new AI Policy, Overtime Policy, and clarified the language regarding mileage in the Reimbursement Policy.

24-52 RESOLVED, that the Board of Directors approves and adopts the 2024-2024 employee handbook pending legal counsel review.

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

H. 2024-2025 Revised School Year Calendar

Ms. Houghton discussed the revised 2024-2025 School Year Calendar, and noted that the school year will end a day earlier than the prior year.

24-53 RESOLVED, that the Board of Directors approves and adopts the revised 2024-2025 school calendar as presented.

Motion: Ms. Kania Second: Ms. Morrissey
Ayes: 5 Nays: 0

VI. Review of Policies

A. Annual Policy Review

The Board reviewed the policies that are required to be reviewed annually.

24-54 RESOLVED, that the Board of Directors has reviewed and approves the following policies:

- 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. Morrissey Second: Ms. Kania
Ayes: 5 Nays: 0

B. Health and Safety Policy Review

The Board discussed the policies and procedures located in Section 300 of the Board Policy Manual.

24-55 RESOLVED, that the Board of Directors hereby acknowledges that it has reviewed and approves 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
- Seizure Disorder Policy

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

VII. Informational Report

A. Legal Update

Ms. Enz presented the legal update.

B. Sponsor Update

Ms. Katakis presented the sponsor update and discussed Senate Bill 168 and noted that no more monthly residency review will be required.

C. Stride Update

Ms. Wright was not present at the meeting due to training.

VIII. Confirmation of Next Meeting: **Date: August 28, 2024**
 Time: 10:00 AM
 Location: 1745 Indian Wood Circle
 Suite 110
 Maumee, Ohio 43537

VIII. Adjournment: 10:40 AM
Motion: Ms. Kania Second: Ms. Morrissey

Approved by the Board of Directors of Ohio Digital Learning School on August 28, 2024 _____.

DocuSigned by:
Chris Canova
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Board President/Secretary