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## OREGON VIRTUAL ACADEMY

### NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

January 15, 2019 @ 6:30 p.m.

Oregon Virtual Academy Board Members are hereby notified that a Regular Meeting of the Board will be held at 400 Virginia Ave Suite 210, North Bend, Oregon and via teleconference 1-888-824-5783 Ext.90095991# and via Blackboard Collaborate at

<http://tinyurl.com/BoardORVA>  
[Meeting Recording](#)

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The Public has been invited to the Board Meeting with notices posted at the following locations:

1. Oregon Virtual Academy  
Administration Office  
400 Virginia Ave Suite 210  
North Bend, OR 97459
  2. North Bend School District  
Administration Office  
1913 Meade St  
North Bend, OR 97459
  3. FlashAlert Newswire
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**MINUTES  
REGULAR MEETING AGENDA**

**BOARD OF DIRECTORS  
OREGON VIRTUAL ACADEMY**

**Tuesday, January 15<sup>th</sup>, 2019**

**6:30 p.m.**

ORVA Office

400 Virginia Ave Suite 210

North Bend, OR 97459

**INSTRUCTIONS FOR PRESENTATIONS TO  
THE BOARD BY PARENTS AND CITIZENS**

The Oregon Virtual Academy welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided.

1. Agendas are available to all audience members at the door to the meeting or by requesting the agenda from School Officials (541-751-8060).
2. The "Public Comment" portion is set aside for members of the audience to raise issues that are not specifically on the agenda. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
3. When addressing the Board, speakers are requested to stand, to state their name and address, and to adhere to the time limits set forth.
4. Citizens may request that a topic related to school business be placed on a future agenda by submitting a written request at least seventy-two (72) hours in advance of any regular meeting. Once such an item is properly placed on the agenda, the Board can respond, interact, and act upon the item.

**I. PRELIMINARY**

**A. CALL TO ORDER**

Meeting was called to order by the Board Chair at 6:30 P.M.

**B. Roll Call**

Member	Title	Term	Present	Absent	In	Out
Mr. Paul Tannahill	Member	2015-2018	X			
Mr. Michael Herndon	Member	2015-2018	X			
Ms. Terri Bennink	Secretary	2016-2019		X		
Mr. Steven Isaacs	Member	2016-2019	X			
Mr. Brian Bray	Chairman	2016-2019	X			
Mr. Barry Jahn	Vice Chairman	2017-2020	X			
Vacant	Member	2017-2020				

**II. COMMUNICATIONS**

**A. PUBLIC COMMENTS:**

No individual comment shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Board members may respond to comments however no action can be taken. The Board may give direction to staff following comment.

**B. BOARD/STAFF DISCUSSION**

1. School Informational Reports

a. School Leadership Report – ORVA Administration

*Mr. Werlein and the school leadership team gave a high-level overview of the school updates. See full report [here](#).*

b. Review of Financial Packet (through December 2018) - M. Herndon, Board Treasurer and C. Chun-Hoon, Finance Director (to follow)

*Mr. Chun-Hoon gives an overview of the budget through December. See full report [here](#).*

c. Credit Card Charges (through December 2018) - M. Caldwell, Office Manager

*Ms. Caldwell gives an overview of the current credit card charges. See all charges [here](#).*

2. Board of Directors Discussion:

a. Committee Updates

i) Finance Committee – M. Herndon, Board Treasurer

*Mr. Herndon gives an overview of the new accounting structure update. Will Lewis is putting together a chart of accounts for K12 accounting to adopt.*

*Transactions divided into 3 sections – K12, Insperity, and ORVA (non K12).*

*K12 is adopting new software for accounting and will implement the new accounting structure in the software.*

*Discrepancy between the budget and current forecast. Because the budget was based on hold harmless.*

*-Discussion/Possible Additional Action on Employee Health Insurance Renewal.*

*Mr. Werlein shares that the current plan is to continue with the current coverage to allow for time to pursue other insurance options.*

*Mr. Werlein gives an update on the high school success grant options. Everything that we spend the money on must be a part of the approved plan.*

ii) The ORVA Town Hall – B. Jahn, Board Vice-Chair/S. Werlein, HOS

*Mr. Jahn gives an update on the most recent town hall meeting. See full report [here](#).*

*Mr. Woodworth shares the proposed vision statement to the board.*

iii) Professional Services Committee – B. Bray, Board Chair

*Mr. Bray shares the possibility of forming a committee that is chaired by an outside party to create the budget. This committee work could fall under the finance or under professional services committee.*

*Mr. Herndon shares that this committee would be a public meeting as it would include outside members as well as members of the board and staff from the school.*

*Mr. Herndon feels this is something that the board would need to act to create the committee.*

*Mr. Bray shares that historically, K12 produces the budget, so this is a new format for the board to take.*

*Mr. Herndon shares that the board will need to seat the committee at the next meeting for the budget to be developed and presented to the board by April.*

*Mr. Bray proposes hiring a professional in vocational training to outline some options for using the measure 98 funds in ways that are effective. Fees would be paid from the board reserve fund.*

*Mr. Herndon proposed scheduling a meeting with Myk, Steve, Brian, and Jeni to discuss this proposal in greater detail.*

iv) Policy Committee – M. Herndon, Board Treasurer

*Mr. Herndon shares that he got stuck waiting on access to SharePoint. He shares that the technical issue has been solved so we will need to bypass the action item and add to the next meeting agenda.*

b. Other – B. Jahn, Board Vice-Chair

*Mr. Jahn shares the project tracking sheet and gives an overview on the status of each item.*

*Mr. Jahn gives a first reading of the Board Data Access Policy proposal and gives an overview/background of why the policy is being proposed. See the full policy [here](#).*

*Mr. Jahn proposes that the board vote on this at the next meeting.*

*Mr. Bray requests that a procedure be put in place where the board will have logins and access to classrooms to listen to instruction.*

### **III. CONSENT AGENDA ITEMS**

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless

specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Head of School recommends approval of all consent agenda items.

**A. ITEMS FOR APPROVAL**

1. Previous Meeting Minutes
  - a. December 18<sup>th</sup>, 2018
  
2. K12 Invoice Payment
  
3. New Hires
  - a. Jennifer Woods, ELA Teacher

*Mr. Herndon moved to approve the consent agenda. Mr. Jahn seconded the motion. All were in favor with none opposed. The motion carried.*

**IV. ACTION ITEMS**

**A. IV-BDRPT-01\_1-15-19**

Discussion and possible action on remaining Board Policy Updates

<b>Member</b>	<b>Motion</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Mr. Paul Tannahill					
Mr. Michael Herndon					
Ms. Terri Bennink					
Mr. Steven Isaacs					
Mr. Brian Bray					
Mr. Barry Jahn					
Vacant					
Motion	Carried ( )	Not Carried ( )	Vote, (A) (N)(Ab)	Tabled ( )	

*The motion was tabled.*

**B. IV-BDRPT-02\_1-15-19**

Discussion and possible action on resignation of current board member.

Member	Motion	Aye	No	Abstain	Absent
Mr. Paul Tannahill		X			
Mr. Michael Herndon		X			
Ms. Terri Bennink					X
Mr. Steven Isaacs		X			
Mr. Brian Bray	X	X			
Mr. Barry Jahn	2nd	X			
Vacant					
Motion	Carried (X)	Not Carried ( )	Vote, (A) (N)(Ab)	Tabled ( )	

*Mr. Bray shared that he received a resignation letter from Dr. Bennink.*

*Mr. Bray moved to accept Dr. Terri Bennink's resignation from the Oregon Virtual Academy Board of Directors. Mr. Jahn seconded the motion. All were in favor with none opposed. The motion carried*

**C. IV-BDRPT-02\_1-15-19**

Discussion and possible action on appointment of new board member(s).

Member	Motion	Aye	No	Abstain	Absent
Mr. Paul Tannahill		X			
Mr. Michael Herndon		X			
Ms. Terri Bennink					X
Mr. Steven Isaacs		X			
Mr. Brian Bray	2nd	X			
Mr. Barry Jahn	X	X			
Vacant					
Motion	Carried (X)	Not Carried ( )	Vote, (A) (N)(Ab)	Tabled ( )	

*Mr. Jahn moved to approve Bryan Hatzenbihler as a member of the Oregon Virtual Academy Board of Directors. Mr. Bray seconded the motion. All were in favor with none opposed. The motion carried.*

**V. ADJOURNMENT**

The meeting was adjourned at 10:06 P.M.

This Notice has been issued at the direction of the Board Chair, calling a regular meeting of the Board of Directors.

Date Posted: Friday January 11<sup>th</sup>, 2019