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**OREGON VIRTUAL ACADEMY**

**NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS**

October 17, 2017 @ 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>

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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, October 17<sup>th</sup>, 2017**

**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			
Vacant	Member	2016-2019				
Mr. Steven Isaacs	Member	2016-2019	X			
Mr. Brian Bray	Temporary Chairman	2016-2019			@6:45 PM	
Mr. Barry Jahn	Temporary Vice Chairman	2017-2020	X			
Mr. Sean Weidert	Temporary Treasurer	2017-2020	X			

**C. Approval of Previous Board Meeting Minutes**

Approve the September 19<sup>th</sup>, 2017 Meeting Minutes.

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

*Mr. Herndon moved to approve the September 19<sup>th</sup> 2017 meeting minutes. Mr. Isaacs seconded the motion. All were in favor with none opposed. The motion carried.*

**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.

*Ms. Adams addressed the board regarding staffing for special education laws and compliance. She expressed her concern that low staffing leaves ORVA out of compliance. She addressed how the issue will affect students and their right to free education.*

*Mr. Herndon asks if Mr. Werlein has received requests for new hires.*

*Mr. Werlein responds with yes, we have received hiring requests. He shares that we are striving to stay within the approved and negotiation teacher/student ratios. Based on current low enrollment numbers we do not want to add unjustified staff. We are currently at 25.6-1 which is slightly outside of the 25-1 ratio. We are in the process of adding a .5 FTE SPED teacher which will put us back in the 25-1*

ratio.

*Mr. Weidert asked if the 25.6-1 is across the board at ORVA.*

*Mr. Werlein responded with the ratio is specific to the SPED department.*

*Mr. Weidert asked if the agreed upon ratio is the budgeted amount.*

*Mr. Werlein responded with yes.*

*Mr. Jahn asks what percent of our students are classified as SPED.*

*Mr. Cook responds with 13.59% of total students classified as SPED.*

*Mr. Bray asks if the cap for additional funding for SPED is 10%.*

*Mr. Cooke responds with the cap is at 11%. We are actually 2.5% over the cap overall. It is the districts responsibility to provide SPED services and they give is 97% of the weighted ADM to provide those services for them.*

*Mr. Jahn asks if there are additional funding in grants that could be utilized to help with this in a temporary capacity.*

*Mr. Bray responds and reports that this is a question that we may need to revisit.*

*Mr. Jahn expressed that he would like a follow up report for next month with updates and actions regarding this issue.*

## B. BOARD/STAFF DISCUSSION

### 1. Head of School Report:

#### a. HOS Report – Mr. Werlein, Head of School

*Mr. Werlein gives an overview of his observations so far.*

- *Teacher pulse checks letters, and exit interviews revealed the following information: perception of lack of transparency, lack of trust, feelings of not being treated professionally, US vs THEM mentality, transitional angst – operationally and administratively, strong comments regarding supportive co-workers, desire to focus on teaching, references to “how the school used to be”.*
- *Family surveys showed the following information: many factors drive families to us, for many families we are not the school of choice but the school of last resort, there are many families who are uninformed and do not understand the learning coach role, there is a perceived value in F2F interactions and events, regular contact and being able to get a hold of someone was common.*
- *Priorities and actions moving forward: meeting staff at November F2F, attend family events, attend department meetings, establish virtual town hall and open office hours, help team identify best practices and procedures and areas where streamlining and or improvements can be made, invite student and staff participation in board meetings, spend “A Day in the Life of a Teacher”.*
- *Data does not necessarily give answers, but helps ask the right questions. The right approach is to focus on key metrics. Ensure everyone understands why the metrics are important, what they represent, and how to readily access them.*
- *State report card available at ODE. Key take away are: low performance on standardized test and low participation on standardized tests, low graduation rates, improvement on median growth in ELA and Math, concern about subgroup performance.*
  - *Mr. Bray asks what the consequences of opting out are for the school.*
  - *Mr. Werlein responds with negative ratings on our report card. We are rated on scores of the test taken as well as the participation rate.*

- *Mr. Bray asks what the reasons are for opting out to families.*
  - *Mr. Werlein reports that the school is required to publish to the families their right to opt out as an option.*
  - *Mr. Bray shares that in years past, students were penalized for not taking the standardized test. This is no longer the case for students.*
- *Actions at the school level: School continuous improvement plan template. The template includes school improvement plans and goals.*
  - *School Level Implementation Metrics is a one stop shop for information. This tool will help everyone speak the same language.*
    - *Currently we have a 3.75% higher withdraw rate. We can look at reason as to why this is happening and what actions we can take.*
    - *Tracking students' performance by grade, course, teacher, etc.*
    - *Mr. Jahn asked what the consequences are for students not attending class connect sessions.*
      - *Ms. DeWolfe reports that students are sent a friendly reminder that class was missed. Working on making this more efficient and effective. No great penalties for not attending.*
      - *Small group sessions exist for students who need extra help in different areas. High fliers are still encouraged to attend class connects for peer help and leadership.*
  - *SB 208: Interscholastic Activities – pertains to charter school students participating in activities in the local districts. State Board of Education will decide whether or not to adopt the policy. Says that students can participate but includes a fee to the charter school.*
  - *OSBA Associate Member Policy: OSBA staff made a comment that due to legal NFP status “associate” members (charter schools) will need to get their OSBA services through their authorizing district.*
  - *Substitute Teacher Policy:*
    - *HR has done a great job of expanding our sub pool.*
    - *Act quickly in anticipation of planned, long term absences.*
    - *Get staff input on coverage issues.*
    - *If current, full time members are long term subbing due to outside subs not available, a compensation plan should be in place.*
      - *This will require development and input from all involved.*
      - *Our goal is to maintain a high level of quality instruction.*
  - *ORVA Reserve Fund proposed process for requests, approvals, payments and tracking:*
    - *Request submitted by ORVA Board Members to designee for inclusion as an agenda item for the boards consideration*
      - *Requested expenditures should generally be for things outside of normal, budgeted school activities at the board's discretion.*
      - *Describe benefit of expenditure*
      - *Provide documented estimated of total expense and timing (quote, agreement calculation, etc.).*
    - *Review and Approval Process:*
      - *Send to ORVA Board Chair for review for appropriateness*
      - *Send to ORVA HOS for review for allowable school expenditure*
      - *Send to ORVA Finance Manager to review for alignment with fund balance and forecasting school expense.*

- *Send to Office Manger to add to Board Packet to discuss at next Board Meeting.*
  - *Discussed and voted on at Board Meeting.*
  - *Payment Process:*
    - *Invoices sent to ORVA Office Manager*
    - *ORVA Office Manager codes invoices to Board Reserve Fund and sends to ORVA Accounting*
    - *ORVA Accounting processes invoices for payment, coding expense against Board Reserve Fund*
  - *Tracking Process:*
    - *ORVA Accounting updates tracing schedule and sends to ORVA Finance Manager*
    - *ORVA Finance Manager provides update at every Board Meeting.*
- *Mr. Jahn asks about the status of the secondary principal position.*
  - *Mr. Werlein responds with that is in the process of being finalized and communication will be sent out shortly.*
  - *Mr. Jahn asks about the status and update to the child care section of the employee handbook.*
  - *Mr. Werlein responds with the section in question has been removed completely.*
    - *The section was presented as teachers must have child care during the work day.*
    - *We want to treat staff as professionals and assume that they can conduct their work free from distractions. If it comes down to a performance issue interfering with the work day, then we will deal with that as a performance issue.*
2. Board of Directors Discussion:
- a. Committee Updates
    - i) Finance Committee - Mr. Bray, Board Member
- *Nothing to report.*
- ii) Teacher to Board Committee – Mr. Jahn, Board Member
- *Mr. Jahn gave an update on the teacher to board committee meeting. See attached supporting document.*
- iii) Professional Services Committee – Mr. Bray, Board Member
- *Mr. Bray reports that the board will be requesting payment from the Board Reserve Fund for legal professional services from Jordan Ramus to represent the board.*
- iv) Policy Committee – Mr. Herndon, Board Member
- *Mr. Herndon reports that he has submitted the contracts to OSBA. He anticipates draft policies for consideration by the December meeting.*

### **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. New Hires
- 2. Staff Resignations
  - a. Michele McCauley – Special Education Teacher
  - b. Heidi Vogel – Primary Teacher
  - c. Tyler Martin – Substitute Teacher
- 3. ~~K12 Invoice Payment~~

*Mr. Werlein reported that item 3 on the consent agenda does not need to be approved at tonight’s meeting and may wait until a later meeting if needed.*

*Mr. Herndon moved to remove item 3 from the consent agenda. Mr. Isaacs seconded the motion. All were in favor with none opposed. The motion carried and item 3 was removed from the consent agenda items.*

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

**IV. SCHEDULED FOR ACTION**

- A. PERSONNEL
- B. BUSINESS

- 1. IV-BDRPT-01\_10-17-17  
Consideration to Approve 2017-2018 Revised Employee Handbook

<b>Member</b>	<b>Motion</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Mr. Paul Tannahill					<b>X</b>
Mr. Michael Herndon	<b>X</b>	<b>X</b>			
Vacant					
Mr. Steven Isaacs		<b>X</b>			
Mr. Brian Bray		<b>X</b>			
Mr. Barry Jahn	<b>2nd</b>	<b>X</b>			
Mr. Sean Weidert		<b>X</b>			
Motion	Carried(X)	Not Carried( )	Vote,(A) (N)(Ab)	Tabled( )	

*Mr. Werlein reports that some phrasing was changed that is shown in the red lines. Other changes were made regarding usage of sick time and F2F absences as well as bad weather conditions.*

*Mr. Herndon moved to approve the 2017-2018 Revised Employee Handbook. Mr. Jahn seconded the motion. All were in favor with none opposed. The motion carried.*

- C. INSTRUCTION AND CURRICULUM
- D. PUPIL SERVICES

**V. ITEMS SCHEDULED FOR INFORMATION**

**A. FINANCIAL PACKET:**

1. Review Financial Packet (Through September) – Craig Chun-Hoon, Finance Manager

*Mr. Werlein gives an update and overview on the September finance statement.*

2. Credit Card Charges (Through September) – Megan Caldwell, Office Manager

**VI. ADJOURNMENT**

The meeting was adjourned at 9:11 P.M. (Action)

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

Date Posted: Wednesday October 11<sup>th</sup>, 2017