

**Oregon Virtual Academy  
Board Meeting Minutes**

**Date:** 12/17/19  
**Note Taker:** Megan Caldwell

**Participants:**

Voting Board Member: Barry Jahn, Myk Herndon, Bryan Hatzenbihler, Paul Tannahill, Franklin Roberts, Reta Doland, Tim Geoghegan

ORVA Academic Team Members: Nicholaus Sutherland

K12 Regional Team: Craig Chun-Hoon, Julia Kozlov

[Meeting Recording](#)

<b>Agenda Item:</b> Introduction to Kristin Miles, OSBA Board Development Specialist	II. C. a.
<b>Discussion:</b> Gives an introduction and summary of her role at OSBA. Board training for charter schools, facilities executive direct evaluations, strategic planning, mediation between schools and authorizing districts, audit of practices, helps board improve.	

<b>Agenda Item:</b> Finance Report	II. D. a.
<b>Discussion:</b> Mr. Chun-Hoon and Mr. Herndon give an overview of the current financials. See full report <a href="#">here</a> .	

<b>Agenda Item:</b> NetSuite Finance & Accounting System Update	II. D. a.
<b>Discussion:</b> Ms. Kozlov gave an overview of the new accounting system to be implemented in the new year. See the full presentation <a href="#">here</a> . Ms. Kozlov shares that the board will need to approve and sign a document for Avid to pay our vendors on ORVAs behalf.	

<b>Agenda Item:</b> M98/HSS Report	II. D. b.
<b>Discussion:</b> Mr. Sutherland gave an overview of the Measure 98 funds proposal. See FY 20 budget report/proposal <a href="#">here</a> . Board requests a survey to families/students to gain insight and interest in a physical facility to ensure the usage would be valuable.	
<b>Action:</b> Mr. Herndon moves to allow Executive Director to draft agreement with landlord on the property but not to execute an agreement. Mr. Tannahill seconded the motion. All were in favor with none opposed.	

<b>Agenda Item:</b> Data Dashboard	II. D. c.
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<b>Discussion:</b> Mr. Jahn gives an overview of what the data dashboard will allow the board to view. It is close to being ready to view. Mr. Sutherland shares that this document will be available twice a week and Megan will share with board member when updates are available. Suggested the Eric attend a work session to do a training on how to use the tracker.	
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<b>Agenda Item:</b> October Staff Climate Survey	II. D. d.
<b>Discussion:</b> Mr. Jahn shares that all board members have access to the results and Nich will share the key takeaways. Mr. Sutherland shares the next step is to move forward with the change management model with the admin team. Engage in the change management model will make an impact in the open-ended comments section. If we change in management in an intentional way that supports mission, vision, and WIG then we tap into those staff as internal stakeholder and they stand up for what is needed. For other items we just need a culture of celebration and clarity of expectations. We approved the updated instructional rubric which will help with the clarity of expectations.	

<b>Agenda Item:</b> Letter to Parents	II. D. f.
<b>Discussion:</b> Mr. Sutherland shares that a letter he wrote to families who request to opt our of state testing. They will be required to meet with the testing coordinator to discuss. Want a letter from the board that is more kind and shows the benefits of state testing to encourage students to participate. A copy of the letter was provided to the board in the board packet. The board will need to draft a 2-3 paragraph letter to include with Nich's letter to go out to parents. Mr. Herndon and Mr. Geoghegan will work on the letter together. Hope to have it together by mid-January.	

<b>Agenda Item:</b> Board Calendar	II. E. a.
<b>Discussion:</b> Mr. Jahn shares the board calendar set up by OSBA. Mr. Roberts suggested to create a user and have that user share with everyone else. Mr. Herndon is working on it and utilizing Mr. Roberts for technical help. Trying to have hyperlinks within the calendar. Wont work, will have to have a one drive/link and need time to put framework together. Mr. Tannahill will help develop the framework.	

<b>Agenda Item:</b> Board Survey Results	II. E. b.
<b>Discussion:</b> Mr. Jahn reviews the survey results. Survey results were sent to the board in the board packet.	

<b>Agenda Item:</b> Executive Director Evaluation Process	II. E. d.
<b>Discussion:</b> Mr. Sutherland requests a meeting with Mr. Jahn to discuss this process and develop a plan.	

<b>Agenda Item:</b> Policy Updates	II. E. e.
<b>Discussion:</b> Mr. Herndon shares that there are a few edits to be done and sent to OSBA for them to update. There are 2 or 3 policies that are our own and not OSBA's. We need to talk to Kristin or Rick to find out how to incorporate them into the library. How do we manage them? If/When a physical building for students comes available these policies will be important to have in place. Need to look at the Charter Renewal coming up in Feb 2022.	

<b>Agenda Item:</b> Consent Agenda	III. 1-3.
<b>Discussion:</b> 1. Previous Board Minutes November 13 <sup>th</sup> and December 3 <sup>rd</sup> work session. 2. New Hires a. Amanda Joseph, Emily Reno, Tina Lowen, December Tueller 3. K12 Payment – To include NetSuite Finance/Accounting System Board Approval	
<b>Action:</b> Mr. Geoghegan moved to approve the consent agenda. Mrs. Doland seconded the motion. All were in favor with none opposed. The motion carried.	

<b>Agenda Item:</b> Avid Pay Authorization Agreement	IV. 1.
<b>Discussion:</b> Discussed earlier in the meeting. This motion is authorization is for Mr. Jahn to sign the form authorizing AvidPay to debit ORVA's accounts to pay accounts payable.	
<b>Action:</b> Mr. Roberts moved to approve the AvidPay Authorization Agreement. Mr. Hatzenbihler seconded the motion. All were in favor with none opposed. The motion carried.	

<b>Agenda Item:</b> Authorization for Mr. Herndon to attend COSA Conference	IV. 2
<b>Discussion:</b> Mr. Herndon will learn about school administration so he will have some knowledge on how to evaluate what is happening with the accounting structure.	
<b>Action:</b> Mr. Jahn moved to approve Mr. Herndon to attend the COSA Conference. Mr. Tannahill seconded the motion. All were in favor with none opposed. The Motion Carried	

<b>Agenda Item:</b> Adjournment	V.
<b>Discussion:</b> The meeting was adjourned at 8:56 PM	