

**Oregon Virtual Academy
Board Meeting Minutes**

Date: 4/21/20
Note Taker: Megan Caldwell

Participants:

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

ORVA Academic Team Members: Nicholaus Sutherland, Melissa Hausmann, Jenifer DeWolfe, Jamie Stiles, Stephanie Martin, Ashley Smithey

K12 Regional Team: Craig Chun-Hoon, Julia Kozlov, Sheila Shiebler

[Meeting Recording](#)

Call to Order @ 6:30 PM

Agenda Item: Coronavirus Update	II.B.1.
---	---------

Discussion: See updated information here . Mr. Sutherland shares that Jamie Stiles has done a great job at keeping our staff and students up to date with information from the department of education.
--

Agenda Item: Update on Board Calendar to align with ED	II. B. 2.
--	-----------

Discussion: Mr. Sutherland shares that he would like to commit to any members who would like to spend time on this project. Would like to map out any big items/key topics for the upcoming school year. Megan Caldwell has been working on a document of dates for deliverables to help with this project. Mr. Jahn shares this may be a good option for Reta and Tim because they may have input from their key roles as superintendent and principal. Mr. Sutherland will create a first pass draft and house in the google board domain.
--

Agenda Item: GPS CRE Discovery Project Update	II. B. 3.
---	-----------

Discussion: Mr. Sutherland shares that GPS has done a fantastic job at following through. See course recommendations here and pathway research and recommendations here . Personal finance was a high priority. Also, health science was in there, and pharmacy tech shows large opportunity. Welding trades also has an opportunity for us. Going to be working with Oregon Destinations to talk about what direction they are going so that we can go in a complimentary direction and not compete. Later there will be a vote for a GPS and ORVA service agreement that has a calendar of deliverables and action items on how to use the M98 grant. Would expect no more than 3 CTE pathways going into the fall.
--

Agenda Item: Plan for Graduating Class of 2020	II. B. 4.
--	-----------

Discussion:
 Mr. Sutherland shares that the state has released guidance for graduation requirements and grading for 9-11 and k-8 and will apply to our charter school as well as brick and mortar.
 Asking if the graduating class was passing a class at the time of shut down, that they receive a passing grade, if they were not passing, then they will need to continue working towards a passing grade.
 Grades 9-11 need to continue to work on all courses to get to passing by end of semester.
 Ms. DeWolfe shares that for seniors will receive a pass or incomplete. For students who were not passing will be given incomplete, if they complete something equivalent, they will receive a pass. They can work through the summer and are tracking very closely.

Agenda Item: Professional Development Plan for School Year 2020 and Beyond	II. B. 5.
Discussion: Mr. Sutherland shares a document that will house and organize what has been talked about and maps out a calendar of PD dates that can be shared with staff at a later date. We are demonstrating the plan that was put forth in the fall is taking a step further.	

Agenda Item: Update on Completion of Board Insurance Package Application	II. B. 6.
Discussion: Mr. Sutherland shares that the insurance package was submitted today after many hours of work with Megan Caldwell. They will take it and give us a quote and give us recommendations on insurance coverage. This may be a good time to take a look at the charter and find some saving on our coverage options. Mr. Herndon requests to schedule a workshop with North Bend SD and possibly Matt Lowe so we can optimize the relationship with the state house. Working together to maximize total income for the charter school and the state.	

Agenda Item: Financial Report	II. C. 1
Discussion: Mr. Chun-Hoon gives an overview of the March Financial Overview. See full report here . Mr. Herndon recommends the payment to K12 during consent agenda. Mr. Herndon shares that the forecast will be off due to COVID-19 and will be adjusted by the next board meeting to better reflect adjustments through the remainder of this school year and next year. There is a funding freeze as of December 31 st in order to determine funding rate going forward. May 20 th is the revenue forecast and will determine what the funding rate will be.	

Agenda Item: Frozen – The Story of Oregon School Funding	II. C. 2.
Discussion: Mr. Herndon shares ODE has frozen funding as of December 31 st . This has impacted ORVA due to increased enrollment and the deficit it puts us in. What the state has done may not be legal, or it may put our charter agreement at risk. Matt is working with another statewide charter school lawyer and they have written a letter to ODE state the concerns, but not taking legal action at this point. They have made a strong	

point that a strong case can be made for legal action.

Agenda Item: SY 20-21 Draft Budget	II. C. 3.
Discussion: Mr. Herndon shares the first budget draft. See draft here . We are legal bound to send a draft budget by May 1 to North Bend School District. This will look different as we don't know what our income will be next year until May 20 th at the earliest. We don't know what our expenses will be because we don't know what our enrollment will be. We may go until the end of June and call a special session in order to approve the final budget.	

Agenda Item: SY 20-21 Salary Schedule Proposal	II. C. 4.
Discussion: Mr. Herndon shares about the 2020-2021 Salary Schedule. See full presentation here . Would like to approve a version of this schedule sometime between now and the end of June. It takes 24 years of experience to get from the base to the top of the scale at ORVA. The salaries at ORVA compared to other school are essentially the same, the difference is the number of steps. In order to get to the 2.5% annual increase, they increase the base by 1% and then it took the step increase to 2.5% increase. We don't adjust the base in the state of Oregon, we do a cost of living adjustment. We are putting in new steps and giving them to everybody – we are reducing the amount of time it would take you to get to the top of the scale – we are cutting it in half.	

Agenda Item: SY 20-21 Anticipated PERS Increase	II. C. 5.
Discussion: Mr. Jahn invites any additional information other than the previously discussed unknown funding factors.	

Agenda Item: Plans for 9 th – 11 th and plans for learning loss	II. C. 6.
Discussion: Mr. Sutherland shares that we expect students to continue working in courses through the end of the year. The pass/incomplete parameters do not apply to 9-11 grades. Ms. DeWolfe shares that incompletes will continue through summer. They will not have to start the course from scratch – it is unclear if the incomplete remains at the end of the summer if it will turn to a fail or if it will go to no grade. It will not affect their GPA as of now but its unclear what will happen going forward.	

Agenda Item: Consent Agenda	III. A. 1-3
Discussion: Previous Board Minutes(March) – Regular Meeting Minutes – Board Work Session Minutes K12 Invoice Payment Monthly Staffing Update -Hallie Puncochar – HS Business CTE -Jennifer Crim – HS ELA -Amy Baker – MS Math	

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

Agenda Item: Draft Version of the FY 21 ORVA Budget	IV. A.
---	--------

Discussion:
This is the draft and first version of the budget that we have to deliver to the NBSD according to our Charter Agreement.

Motion:
Mr. Jahn moved to approve the Draft Version of the FY 21 ORVA Budget. Mr. Hatzenbihler seconded the motion. All were in favor with none opposed.

Agenda Item: Approving contribution of board fund to the ODLE legal fund that is establishing with Matt.	IV. B
--	-------

Discussion:
Mr. Sutherland suggests adding a limit. Mr. Herndon does not have an initial number to suggest and suggests tabling to the May work session.

Motion:
Mr. Jahn moved to table the motion to the May work session.
Motion is tabled.

Agenda Item: Formally Acknowledging use of Tallo at ORVA	IV. C.
--	--------

Discussion:
Mr. Sutherland shares that Tallo is a tool that is already in use this year. It is similar to LinkedIn for students. Students use person email as this service follows them after graduation. This will allow students to communicate and work with business and colleges and financial aid who have been approved to communicate in this platform. See over view [here](#).

Motion:
Mr. Geoghegan moved to approve the use of Tallo at ORVA. Mr. Tannahill seconded the motion. All were in favor with none opposed. The motion carried.

Agenda Item: GPS and ORVA Service Agreement	IV. D.
---	--------

Discussion:
Mr. Sutherland shares that the agreement clearly defines the work that will be done between now and when the grand ends. And the work that will be done if the grant were to be renewed. GPS will provide some oversight with no additional charge. There are some small things that Matt came back with comments. See comments [here](#).

Motion:
Mr. Herndon moved to approve GPS and ORVA Service Agreement as amended and prepared for signing by GPS. Mr. Hatzenbihler seconded the motion. All were in favor with none opposed. The motion carried.

Agenda Item: School Year 2020-2021 Master Calendar.	IV. E.
---	--------

Discussion:
Mr. Sutherland shares that this is the calendar that we have to deliver to the NBSD and outlines school start days and end days and holidays. See full Calendar [here](#).

Motion:
Mr. Geoghegan moved to approve the School Year Master Calendar. Mr. Roberts seconded the motion. All were in favor with none opposed. The motion carried.

Agenda Item: Office Lease ORVA BOD Response	IV. F
Discussion: Mr. Jahn shares that this will be a 1-year lease with the option to go to month to month after that. See the response letter here .	
Motion: Mr. Herndon moved to approve the 1-year renewal with another modification by April 2021. Mr. Geoghegan seconded the motion. All were in favor with none opposed. The motion carried.	

Agenda Item: Updated Prevention of Sexual Misconduct and Abuse Policy	IV. G
Discussion: Mr. Sutherland shares that the insurance broker requested the policy be updated in order to obtain liability insurance next year. Board counsel received the recommendation who sent it back with comments.	
Motion: Mr. Herndon moved to approve the policy as presented allowing for final edits by ORVA Board of Director Legal Counsel. Mr. Hatzenbihler seconded the motion. All were in favor with none opposed. The motion carried.	

Agenda Item: Benefits Plan Revision to Add Tuition Reimbursement Program	IV. H.
Discussion: Mr. Sutherland shares when the board employees had insurance through Insperity there was a tuition reimbursement program included. When we switched to MODA there was no such program. We reached out to Hagan Hamilton to see if there is a program to offer to staff. The quote came back at \$12,000.00 but there is no way we will reach that between now and the end of the year.	
Motion: Mr. Geoghegan moved to approve the benefits plan revision to add the tuition reimbursement program. Mr. Tannahill seconded the motion. All were in favor with none opposed. The motion carried.	

Agenda Item: Staffing Recommendations for School Year 2020-21.	
Discussion: Mr. Jahn shares that this was a document shared with the board to give recommendations on which staff will be offered renewal letters and which staff has made decisions to return or not. We looked at the ratio of employment agreement and at will agreements. Mr. Sutherland shares he reviewed the EPSA and are following Matts recommended process and working with the hiring manager. Recommending to approve as presented.	
Motion: Mr. Roberts moved to approve staff recommendations for school year 2020-21. Mr. Herndon seconded the motion. All were in favor with none opposed. The motion carried.	

Adjourn @ 8:50 PM