
OREGON VIRTUAL ACADEMY

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

June 19, 2018 @ 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>

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 MINUTES**

**BOARD OF DIRECTORS
OREGON VIRTUAL ACADEMY**

**Tuesday, June 19th, 2018
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 6:35 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. HOS Introductory Comments-S. Werlein

Mr. Werlein thanks board and all staff for a great first year and for all that were involved in graduation.

b. "GRIT" PLC Presentation-L. Trottier

Ms. Trottier gives an overview of GRIT – a bottom up approach to increase student success. [See full presentation here.](#)

c. Review of Financial Packet (through May 2018)-C. Chun-Hoon, Finance Manager

Mr. Chun-Hoon gives an overview of the FY 18 full year forecasted budget, and SPED funding vs expense. [See full report here.](#)

d. Credit Card Charges (through May 2018)-M. Caldwell, Office Manager

Ms. Caldwell gives an overview of the May 2018 credit card charges.

2. Board of Directors Discussion:

a. Committee Updates

i) Finance Committee - Mr. Herndon, Board Member

Mr. Herndon gives an overview on some presentations coming up for a vote later in the meeting regard the additional windfall funding.

Mr. Herndon gives his approval for the K12 invoices during the consent agenda.

ii) The ORVA Forum – Mr. Jahn, Board Member

Mr. Jahn gives an overview of the most recent ORVA Consortium committee meeting. [See meeting](#)

[notes here.](#)

iii) Professional Services Committee – Mr. Bray, Board Member

No report due to technical issues.

iv) Policy Committee – Mr. Herndon, Board Member

Mr. Hendon shares the policies that are to be adopted later in the meeting. [See detailed policies here.](#)

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. [May 15th, 2018](#)
2. [K12 Invoice Payment](#)

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

IV. ACTION ITEMS

- 1) IV-BDRPT-01_6-19-18

Discussion and Possible Action on Board Adopted Policy

Mr. Herndon shares that the policies were distributed during last month's meeting for a first reading. Tonight, the board will be asked to adopt 3 policies: [Section AB, C, and D](#). These are all based on state and federal law.

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

Mr. Herndon moved to approve and adopt Board Policies AB, C, and D. Mr. Isaacs seconded the motion. All were in favor with none opposed. The motion carried.

- 2) IV-BDRPT-02_6-19-18
 Discussion and Possible Action related to proposed Educational Products and Services Agreement with K12.

Mr. Herndon shares that this is the contract with ORVA and K12 that has been in negotiation. See the full contract here.

Mr. Herndon shares that instead of balanced budget credit, ORVA starts with a balanced budget to start at the beginning of the year. Will make for clearer financial reporting and shares the risk and responsibility.

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

MR. Herndon moved to approve the Educational Products and Services Agreement with K12. Mr. Bray seconded the motion. All were in favor with none opposed. The motion carries.

- 3) IV-BDRPT-03_6-19-18
 Discussion and Possible Action on the SY 2018-2019 Budget and Staffing Plan.
 (Presentation will include second version of SY 2018-2019 Budget, and proposed staffing plan based on budgeted staffing ratios and projected enrollment.
 Administration will seek approval from board to make appropriate staffing decisions based upon this information)

Mr. Werlein shares that the staffing plan was built on the most recent enrollment case and the agreed to ratios. Ratios are the same as this year's staffing plan.

Mr. Chun-Hoon reviews the budget for the staffing plan.

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

Mr. Herndon moved to approve the budget and staffing plan for the 2018/2019 budget year. Mr. Jahn seconded the motion. All were in favor with none opposed. The motion carried.

4) IV-BDRPT-04_6-19-18

Discussion and Possible Action related to Windfall Funds Utilization.

Mr. Herndon shares an agreement between ORVA and K12 where each party puts \$300,000 into a pool to be invested in ORVA.

Summer school, expanded options, and staff signing bonus are options for use.

Mr. Herndon suggested a \$5,000 signing bonus for all staff. This funding will only happen this year and will not carry over into following school years.

Mr. Bray shares concern that we are not saving enough in the budget if we spend all the funds.

Mr. Jahn asks if this is just for returning staff or for all staff including new hires, how will we handle if staff leave mid-year?

Mr. Herndon shares that these funds would not touch the board reserve fund so there will be surplus funds available after bonuses are given.

Mr. Tannahill suggests spreading the funds throughout multiple years.

Member	Motion	Aye	No	Abstain	Absent
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 (X)	

Item was tabled for a later meeting.

5) IV-BDRPT-05_6-19-18

Discussion and Possible Action related to the SY 2018-2019 Salary Schedule.

Mr. Werlein shares that this schedule is a 2.5% increase average across the board. [See the full Salary Schedule here.](#)

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

Mr. Herndon moved to approve the SY 2018-2019 salary schedule. Mr. Isaacs seconded the motion. All

were in favor with none opposed. The motion carried.

- 6) IV-BDRPT-06_6-19-18
Discussion and Possible Action related to the New Teacher Agreement Documents.

Mr. Jahn shares about the documents for approval. Employment agreement, Job Offer agreement (at will), Job Description. All new staff will be offered a job offer let and determined ratio of returning staff will be offered an employment agreement. Gives new staff and admin flexibility if it's not the right fit. [See proposed documents here.](#)

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

Mr. Bray moves to approve the new teacher agreement documents. Mr. Isaacs seconded the motion. All were in favor with none opposed. The motion Carried.

- 7) IV-BDRPT-07_6-19-18
Discussion and Possible Action regarding Approval of Liability Insurance Coverage.

Mr. Werlein discussed the details of the liability and accident insurance for renewal. Premium went down 21%. This is a separate discussion from health insurance coverage and carriers. [See Insurance Renewal Proposal Summary here.](#)

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

Mr. Herndon moved to approve the Liability Insurance Coverage. Mr. Tannahill seconded the motion. All were in favor with none opposed. The motion carried.

- 8) IV-BDRPT-08_6-19-18
 Consideration to Approve Scheduling a Special Board Meeting to Act on Specific Staffing Recommendations.

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

Mr. Jahn moved to approve a special board meeting for early next week. Mr. Herndon seconded the motion. All were in favor with none opposed. The motion carried.

ADJOURNMENT

The meeting was adjourned at 9:09 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: Monday June 18th, 2018