
OREGON VIRTUAL ACADEMY

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

JULY 16, 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 1-720-707-2699 Ext. 526309737# and via Zoom at

<https://zoom.us/j/526309737>

[Meeting Recording](#)

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
-

**MINUTES
REGULAR MEETING AGENDA**

**BOARD OF DIRECTORS
OREGON VIRTUAL ACADEMY**

**Tuesday, July 16th, 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 6:31 P.M.

B. Roll Call

Member	Title	Term	Present	Absent	In	Out
Mr. Paul Tannahill	Member	2015-2018	X			
Mr. Michael Herndon	Treasurer	2015-2018	X			
Vacant	Member	2016-2019				
Vacant	Member	2016-2019				
Mr. Brian Bray	Chairman	2016-2019		X		
Mr. Barry Jahn	Vice Chairman	2017-2020	X			
Mr. Bryan Hatzenbihler	Member	2017-2020	X			

II. COMMUNICATIONS

A. PUBLIC COMMENTS:

No public comments were made.

B. BOARD/STAFF DISCUSSION

1. School Informational Reports

a. Updates from School Leadership – S. Werlein, Executive Director

Mr. Werlein reports on the success of the June graduation ceremony. We had about 138 total graduates, about 40% and 7% increase over last year.

- *In the process of interviewing and filling open positions. SPED director position has been filled by Dr. Ashely Smithey.*
- *Plans are taking place for the Back to School All Staff F2F. Located in Tigard.*
- *Enrollment is monitored closely. Projected to grow by 120 students. Focusing efforts on retention. Done a great job this year of reducing WD rate.*

2. Board of Directors Discussion:

a. Project Tracking Updates – B. Jahn, Board Vice-Chair

- *Proposing EdTech sub-committee. Mr. Tannahill gives an overview of the basis of the sub-committee. See full purpose statement [here](#).*
 - *Want input from others to see how technology can be better for student learning.*
 - *Mr. Werlein shares that there is a very detailed survey sent to families that we have access to. This could help gain more insights in this area.*
 - *Mr. Tannahill and Mr. Werlein will work together to find solutions.*
- *Accounting Controls and Policy Language:*
 - *Mr. Herndon shares that he forwarded the proposed language to legal counsel.*
 - *Matt Lowe will give approval or advise on changes.*
 - *Mr. Werlein shares that he will reach out to ensure it is signed off on. Will need to have it voted and approved by the board once that happens.*
- *Budget Committee:*
 - *Mr. Herndon shares that this item will be discussed during the finance portion of the*

meeting.

- *K12 is close to formatting the current approved budget in the new format. Working with Craig to finalize for the next meeting.*
- *Currently budget is (\$150,000) and will be address later in the meeting.*
- **Insurance Updates:**
 - *Ms. Perrette held open office hours for staff to ask questions.*
 - *3 major questions:*
 - *Can we keep our providers – found information and will put something together to send to staff.*
 - *Nothing listed about dental. One of the informational tabs was left off. Resent and reassured staff that this is available.*
 - *Cost. What is covered and what does the employee have to pay.*
 - *Myk asked what we are currently doing in regard to cost. This information is not available at this this time.*
 - *The cost breakdown is highly sensitive information and is for the board’s eyes only. This should not be shared with the public.*
 - *Ms. Perrette will get the information together and send it out when we have it.*
 - *The Premium question will need to be address by the board.*
- **Dashboard Updates:**
 - *Mr. Werlein shares that he met with the regional data manager. Technical set up issues should be resolved. Not sure if the dashboard will include everything the board wanted. Will continue to work on it and make updates.*
 - *The board would like the reports to focus on student growth and learning. Looking at different statistics and defining that and what it will look like.*
- **CTE/CRE Committee:**
 - *The sub-committee did not meet. This committee will meet at the end of July or early August.*

b. Committee Updates

- i) Finance Committee – M. Herndon, Board Treasurer
- ii) The ORVA Town Hall – B. Jahn, Board Vice-Chair/S. Werlein, ED
- **Nothing to report.**
- iii) Professional Services Committee – B. Bray, Board Chair
- **Mr. Herndon shares that the only policy to address is the accounting policy. Address during the project tracking updates.**
- **Fiscal control policy needs to be adopted for audit purposes.**
- iv) Policy Committee – M. Herndon, Board Treasurer
- **Ms. Caldwell shares that the policies were sent to OSBA, but nothing has come back to us.**
- **Mr. Herndon to follow up with Mr. Stucky next week.**

c. Other

- i) Selection and Interview Process for Open Board Positions
- **Mr. Jahn shares that he has a candidate that he would like to speak with tonight. There is a second position that we are look at a parent that would be interested in the position.**
 - **Mr. Werlein asks if the By-laws were consulted. Mr. Werlein was understanding that we the process was to be discussed.**

- *Lack of process has been discussed and is advising the board to be deliberate in this process.*
- *Mr. Jahn shares that this is a replacement and is parallel to the processes followed in years past.*
- *Mr. Werlein shares that when there is an open position on the board, that all stakeholders, and members of the public are notified so that if there are interested parties, they have the opportunity to come forward. Just want to ensure that process is being followed.*
- *Mr. Jahn shares the process that was followed when he was made a board member.*
 - *A board member reached out to him, he submitted a resume, he attended a meeting and gave information about his background and experience. The following month, it was placed as an action to accept him as a member.*
 - *Seems to be the same process for attaining all other board members.*
 - *Ms. Shiebler read aloud the section 3.3.3 of the ORVA By-Laws:*

“3.3.3 When a vacancy on the Board exists, nominations for new members shall be made by present Board members to the Secretary at least two weeks in advance of a Board meeting. These nominations shall then be forwarded to Board members with the notice of Board meeting. Said nominations shall then be voted upon at the next Board meeting. Any Vacancy occurring on the Board may be filled by a majority of the directors present in person or by proxy at an annual or special meeting of the Board called for the purpose, provided a quorum shall be present at such meeting.”

- *Mr. Herndon and Mr. Jahn report that this is the process being followed tonight.*
- *Mr. Jahn would like to move forward with the process at the appropriate time in the meeting.*
 - *Mr. Werlein shares that this item was not agenized and that nomination needs to be forwarded with the notice of the board meeting.*
 - *Mr. Herndon shares that this can delay to next month. Would like to find a few candidates to interview for the parent interest for next month as well.*
 - *Ms. Stiles shares that she does not have any candidates yet but will work on finding interest this summer.*

ii) Update on Leadership F2F in Salem

- *Mr. Werlein shares that there will be another F2F later this month. A lot of time was spent planning for the upcoming back to school f2f.*

3. Finance Reports:

a. Review of Financial Packet (through June 2019) - M. Herndon, Board Treasurer and C. Chun-Hoon, Finance Director (to follow)

- *Mr. Chun-Hoon and Mr. Herndon review the finance packet. See full presentation [here](#).*

•

b. Credit Card Charges (through June 2019) - M. Caldwell, Office Manager

- *View credit card charges [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. June 18th, 2019
2. Separations
 - a. Jennifer Giles, Science Teacher
 - b. Joye Otto, ELA Teacher
 - c. Emily Kendall, ELA Teacher
 - d. Theresa Cruz-Rocha, Middle School Advisor
 - e. Shelley Gelfand, Science Teacher
 - f. Leslie Lynch, Science Teacher
 - g. Amanda Van Buren, Art Teacher
 - h. Kim Stetcher Reed, School Psychologist

Mr. Jahn moved to approve the consent agenda. Mr. Tannahill seconded the motion. All were in favor. The consent agenda was approved.

IV. ACTION ITEMS

A. IV-BDRPT-01_7-16-19

Discussion and possible action on proposed payment to K12.

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

Mr. Herndon moved to approval the payment to K12. Mr. Tannahill seconded the motion. All were in favor with none opposed. The motion carries.

B. IV-BDRPT-02_7-16-19

Discussion and possible action on proposed health insurance options.

Member	Motion	Aye	No	Abstain	Absent
Mr. Paul Tannahill		X			
Mr. Michael Herndon		X			
Vacant					
Vacant					
Mr. Brian Bray					X
Mr. Barry Jahn		X			
Mr. Bryan Hatzenbihler		X			
Motion	Carried ()	Not Carried ()	Vote, (A) (N)(Ab)	Tabled (X)	

Mr. Herndon moved to table the motion until the next meeting. Mr. Jahn seconded the motion. The motion is tabled.

C. IV-BDRPT-03_7-16-19

Discussion and Possible Action on Appointment of Board Officers to include Chair, Vice Chair, and Secretary.

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

Mr. Tannahill will take the role of Board Secretary, Mr. Jahn will take the role of Board Chair, Mr. Bray will take the role of Board Vice Chair for the 2019-2020 school year.

Mr. Herndon moved to approve the Board Officer appointments as outlined above. Mr. Tannahill seconded the motion. All were in favor with none opposed. The motion carries.

V. ADJOURNMENT

The meeting was adjourned at 8:34 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 July 11th, 2019

