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## OREGON VIRTUAL ACADEMY

### NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

August 21, 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>

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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 MINUTES**

**BOARD OF DIRECTORS  
OREGON VIRTUAL ACADEMY**

**Tuesday, August 21<sup>st</sup>, 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**

**1. CALL TO ORDER**

Meeting was called to order by the Board Chair at 6:30 P.M.

**2. Roll Call**

<b>Member</b>	<b>Title</b>	<b>Term</b>	<b>Present</b>	<b>Absent</b>	<b>In</b>	<b>Out</b>
Mr. Paul Tannahill	Member	2015-2018	<b>X</b>			
Mr. Michael Herndon	Member	2015-2018	<b>X</b>			
Ms. Terri Bennink	Secretary	2016-2019		<b>X</b>		
Mr. Steven Isaacs	Member	2016-2019	<b>X</b>			
Mr. Brian Bray	Chairman	2016-2019	<b>X</b>			
Mr. Barry Jahn	Vice Chairman	2017-2020	<b>X</b>			
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 Report – S. Werlein, HOS**

*Mr. Werlein read a letter to the board. See full letter [here](#).*

**b. Review of Financial Packet (through July 2018) -M. Herndon, Board Treasurer**

*Mr. Herndon gave an overview of the budget through July 2018. See full overview [here](#).*

**c. Credit Card Charges (through July 2018) - M. Caldwell, Office Manager**

*Ms. Caldwell shared the credit card charges for July 2018. See full overview [here](#).*

**d. Staff Handbook Updates - S. Werlein, HOS\***

\*Items will be discussed and presented for action at September Board Meeting.

*Mr. Werlein shares that there are multiple versions of the Staff Handbook in circulation. Updates were provided to an old version of the current handbook. Both copies have been provided. We have provided the board attorney suggestions/updates to the current handbook.*

*See the full staff handbook [here](#).*

**f. Discussion of Mission/Vision Development – S. Werlein, M. Herndon**

*Mr. Werlein shares that our mission/vision statement have not been revisited for some time.*

*Mr. Herndon shares that he found good ideas at the OSBA summer conference from other schools on vision and mission statements. We need to restructure so that we have something to measure goals at*

*the end of year. This will get everyone on the same page moving in the same direction.*

2. Board of Directors Discussion:

a. Committee Updates

i) Finance Committee - M. Herndon, Board Member

*Mr. Herndon shares that he is working on putting together a better structure that is easier for the board to understand.*

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

*Mr. Jahn shares that there is an agenda started for the new year. Working to ensure that the representation is well rounded and a true representation from all staff.*

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

*Mr. Bray shares that he was able to secure services William Lewis III to help with accounting set up and reconciliation. William will be supervised and managed through Jordan Ramis and we will pay his fees through the Jordan Ramis retainer. This will help the board to understand better the K12 financial reporting in order to make better judgements on their fiduciary responsibilities.*

iv) Policy Committee – M. Herndon, Board Member

*Mr. Herndon shares that the policies need to go to OSBA for review before they can be published. Ms. Caldwell will send to OSBA for further review.*

### **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.

#### **1. ITEMS FOR APPROVAL**

1. Previous Meeting Minutes

a. July 18<sup>th</sup>, 2018

b. July 31<sup>st</sup>, 2018

2. Updated Job Descriptions

3. New Hires

a. Renee Beck, High School Counselor

b. Vanessa Martin, Special Programs Assistant

4. Resignations/Separations

a. Aaron Cooke, Director of Programs

b. Alana Chroninger, Kindergarten Teacher

c. DeAnn Klein, 5<sup>th</sup> Grade Teacher

5. Updated FERPA Policy

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

#### IV. ACTION ITEMS

##### 1. IV-BDRPT-01\_08-21-18

Discussion and Possible Action Regarding the 2018-2019 Student Handbook.

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

*Mr. Werlein shares that the student handbook language was revised to reflect correct grade levels and sections were updated. Graduation requirements were also updated. See the full handbook [here](#).*

*Ms. DeWolfe shares that there were no significant updates for secondary, other than graduation requirements were updated so that they are congruent with state requirements. Also, 6<sup>th</sup> grade was also revised to be included in secondary.*

*Ms. Hausmann shares that there were more substantial language changes for elementary. The structure has changed to support the curriculum and state standards. We have created per grade level units and identified essential and non-essential priority standards.*

*Additional, the grading structure was based on a mastery philosophy where students must have 100% mastery to move forward. The grading scale has been adjusted to 3 marks (exceeds, meets, and needs improvement). Changed meets to 74%-94% exceeds is 95% or greater and needs improvement is 0-73%. It is important to promote their grade level curriculum if they are ready.*

*Mr. Jahn moved to approve the 2018-2019 Student Handbook. Mr. Bray seconded the motion. All were in favor with none opposed. The motion carried.*

#### V. ADJOURNMENT

The meeting was adjourned at **8:21 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 August 17<sup>th</sup>, 2018