

**Oregon Virtual Academy
Board Meeting Minutes**

Date: 10-27-20
Note Taker: Megan Caldwell

Participants:

Voting Board Member: Barry Jahn, Myk Herndon, Franklin Roberts, Paul Tannahill, Megan Trow, MJ Sandall

ORVA Academic Team Members: Nicholaus Sutherland

K12 Regional Team:

[Meeting Recording](#)

Call to Order @ 6:32 PM

Agenda Item: Public Comments	
Discussion: Ms. Hart addresses the board regarding the salary schedule and comparing its variance from the local and other school districts. Ms. Stukel address the board regarding her experience while at ORVA and her concern regarding upper leadership.	

Agenda Item: Fiscal Audit Update	
Discussion: Ms. Kozlov shares that we have discussed with the auditors this week and meeting the goal of having the audit ready by the deadline will not be an issue.	

Agenda Item: Monthly Staffing Report	
Discussion: Mr. Sutherland gives an update on the staffing update. For the full report see page 5 of the Executive Director Packet .	

Agenda Item: One Pager Update	
Discussion: Mr. Sutherland shares there is 1 section that needs to be updated and should be ready by the end of the week. Credit retrieval credits vs courses is 1 to 1 credit to courses. Need to the counseling team to call up the number of students who earned those credits to give us a total.	

Agenda Item: Unfreezing the pay freeze and implementation of the salary schedule	
Discussion: Mr. Jahn shares that beginning in the November paycheck all staff will be on a path to get to the top in one-half the time, thus a 2-step raise. Returning staff will receive a step + cost of living (average 3.4%) based on experience and years of education. New staff will receive a cost of living increase. In 2019-2020 based on staff requests, we did a deep dive into our staff insurance plan	

with Insperity. As key stakeholders, all staff were involved in contributing input and ultimately voted on the plan that the board then approved. Implemented in early January 2020, the Board covered all additional costs through the end of the school year. As with any new plan, necessary to evaluate and tweak, as necessary. Committee will be seeking staff input on what's working and what's not. From an HR/management standpoint, extremely time consuming to the point where hiring another qualified individual will be necessary. We can improve what we have or return full time with Insperity.

One of the responsibilities of the ORVA School Board is to ensure we understand how employees perceive our school and to what we as a board can provide in order to help you achieve your goals. A climate survey is coming later this week, it will be anonymous, and the results will be reported back to you.

Like the staff survey, the ORVA board will be going through an extensive evaluation to measure our areas of strength and where we need to improve. Results will be made public with total transparency.

Agenda Item: 3+9 Financials/Revised FY 21 Budget/K12 Invoices	
Discussion: Ms. Kozlov gives an introduction for herself and Mr. Burke. Ms. Kozlov gave an overview of the financials through September 2020. See the full report here . Ms. Kozlov gave an overview of the revised budget and salary increases. See the full report here .	

Agenda Item: Board Development Training	
Discussion: Mr. Herndon shares that since we froze enrollment for the year, if we decide we want to bring in more students and open enrollment there is state mandated lottery process that must be followed. Unsure if the one in our current charter is the one at the state and will need to make sure Matte Lowe looks at it to ensure it is accurate. We have taken a course of not having unlimited enrollment like we have in the past. We have to make sure that equal opportunities are afforded when we have more applications then we have spots. Ms. Smithey clarifies that NBSD does not provide services for our SPED students however, we have been able to receive reimbursements for special educations services. Works closely with the SPED director at NBSD to manage the online SPED system. NBSD does not have oversight of staff supervision. Nich to provide the board with a written summary of the ADM and ADMw/all the ways student attendance is accounted for in 20/21 sy specifically.	

Agenda Item: Oregon Legislature called "All students Belong	
Discussion: Mr. Herndon explains that this is to prevent bias in schools (most directed towards brick and mortar). This was just sent out by OSBA – there is one for private and one for charter schools. This is a first reading to introduce you to the topic. Please read through and come up with some questions and comments. If you think anything needs to be added, it will be added in the second reading. We will put final changes into the document and adopt the final document at the December board meeting so that it is hopefully in place by the beginning of the year.	

Agenda Item: Board Self-Evaluation	
Discussion: Mr. Jahn shares that this is completed and ready to send. Thanks to Franklin and Megan for their work on this. This will be sent out at the beginning of next week so please take some time to answer the questions and we will review the answers at the retreat.	

Agenda Item: Annual Retreat Nov 13th	
Discussion: Mr. Jahn reviews the agenda for the annual retreat.	

Agenda Item: OSBA Annual Conference	
Discussion: Mr. gives an overview of the conference schedule and key topics for each board member to sign up for.	

Agenda Item: Consent Agenda	
Discussion: Mr. Sutherland shares that all of the consent items have been reviewed under the ED presentation.	
Action: Mr. Roberts moved to approve the consent agenda. Mr. Herndon seconded the motion. All were in favor with none opposed. The motion passes.	

Agenda Item: Insperity Renewal	
Discussion: Mr. Sutherland shares that the renewal o the Insperity PEO contract is subject to annual review and determination of whether to extend the existing agreement for a concurrent school year. The plan reset date is January 1, 2020, with renewal being due by Nov. 30 th , 2020. The ORVA Board is currently under the Insperity Revolution package, which excludes management of benefits, which are currently contracted through the brokerage firm Hagan Hamilton. Change in Insperity contract cost year over were influenced by this change in benefits plan selection. For this year, there is a per employee administrative cost increase of \$2.50 per person related to management of FML paperwork and process. Other cost increases for Insperity Services and Technology Resources are associated with incremental cost of ORVA employing a larger number of staff than prior year. For SY 2019/20, the overall service fee equated to 18.06% of total payroll based on an assumption of 99 employees totaling \$4,222,928.84, this included benefits management. For SY 2020/21, the overall service feel equates to 16.81% of total payroll based on an assumption of 113 employees totaling \$4,895,953.20, this does not included management of benefits. Proposed Motion: Executive Director recommends extension of Insperity contract for the duration of SY 20/21 as presented.	

Action
Mr. Herndon moved to approve the Insperity Renewal as presented. Ms. Trow seconded the motion. All were in favor with none opposed. The motion passes.

Agenda Item:
Revised 20-21 Salary Schedule

Discussion:
Mr. Sutherland shares the revised salary schedule. See the full schedule on page 13 of the [Executive Director Packet](#).
We have different payroll disbursement dates for different employees. Nonexempt employees will see the pay increase on Nov 7th payday.

Action:
Ms. Sandall moved to approve the revised salary schedule. Mr. Roberts seconded the motion. All were in favor with none opposed. The motion passes.

Agenda Item:
Revised FY 21 Budget

Discussion:
Mr. Sutherland shares that this was reviewed earlier under the board topics. This is based off the assumption of a 2.9% increase for this year and based on the salary increases that were just gratified.
Mr. Herndon is 1 of 2 that we can make this year. We can make another one in February if the economic realities are clarified by that time.

Action:
Ms. Trow moved to approve the FY 21 budget. Mr. Roberts seconded the motion. All were in favor with none opposed. The motion passes.

Agenda Item:
Revised SY 20/21 HSS Grant Plan

Discussion:
Mr. Sutherland shared the revised SY 20/21 HSS Grant Plan. See the full plan on page 14 of the [Executive Director Packet](#).

Action:
Mr. Roberts moves to approve the revised SY 20/21 HSS Grant Plan. Mr. Herndon seconded the motion. All were in favor with none opposed. The motion passes.

Agenda Item:
Modified Enrollment Plan for SY 20/21

Discussion:
Mr. Sutherland shares that the ORVA Board of Directors Ratified a decision to freeze enrollment to ORVA in August 2020 with an established review of this determination set for October 2020. The current 3+9 finances and Revised FY 21 Budget are based on an enrollment case with a 9-month average near 3,200 students. Current enrollment is just over 3,400. This is considered a flat enrollment case excluding mid-year incremental growth which typically occurs at the onset of Semester II. Typical enrollment windows include K5 enrollment being continuously open through April and secondary enrollment for grades 6-12 closing shortly after school launch and then re-opening for Semester II enrollments in late October. At this time, the consensus of staff and ORVA leadership, is that it is in the best interest of students for us to hold enrollment and staffing as steady as possible in order to normalize to the increased size of enrollment around 3,400 and increased number of staff around 143 employees.

Proposed Motion: The Executive Director recommends keeping the enrollment freeze in place for the duration of the school year and further recommends that enrollment be opened to allow for a pre-determined number of seats as needed to maintain

staff/student ratios established within the FY 21 budget. The Executive Director further recommends that determination of the number of seats to be opened must be approved by the ORVA Board of Directors. Committee and points out that resulting wait listing of students is subject to section 7.2 of the Charter Agreement between North Bend School District and the ORVA Board of Director which utilizes a lottery process with the only preference allowed targeting enrollment of siblings and students consider residents of the NBSD. Subject to board council review.

Action:

Mr. Roberts moves to approve the Modified Enrollment Plan for SY 20/21 as presented. Mr. Tannahill seconded the motion. All were in favor with none opposed. The motion Passes.

Agenda Item:

Update Check Signer: Remove Craig Chun-Hoon, add Francis (Paco) Burke.

Discussion:

Action:

Mr. Herndon moved to approve the removal of Craig Chun-Hoon and add Francis Burke as a check signer. Ms. Trow seconded the motion. All were in favor with none opposed. The motion passes.

Adjournment at 8:38 PM