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**OREGON VIRTUAL ACADEMY**

**NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS**

October 16, 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>

[Meeting Recording](#)

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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, October 16<sup>th</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**

**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	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. School Leadership Report – ORVA Administration (see attached “Weekly Highlights Report)

*Mr. Werlein shares school updates. See full report [here](#).*

b. Review of Financial Packet (through September 2018) - M. Herndon, Board Treasurer and C. Chun-Hoon, Finance Director

*Mr. Chun-Hoon gives an update on school financials through September. See full report [here](#).*

c. Additional Financial Discussion - M. Herndon, Board Treasurer

*Mr. Herndon gives an update on the accounting structure project with Will Lewis and K12 Finance. K12 will adopt an accounting structure prescribed by ODE. Many K12 schools across the US are being asked to adopt a similar structure. Asking K12 to budget according to the new accounting structure. Will start seeing reports like those across the state. A push to report on actuals rather than estimates.*

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

*Ms. Caldwell gives an update on the credit card charges through September. See full report [here](#).*

*Mr. Werlein gives an update on the status of his move process and plans to address travel expenditures.*

2. Board of Directors Discussion:

a. Committee Updates

i) Finance Committee – M. Herndon, Board Treasurer

*Mr. Delany with Pauley Rodgers gives an update on the final financial audit. See full audit report [here](#).*

*General recommendation to consider to improve review processes:*

*-additional information added for board to review: (formally document in minutes)*

*-bank statements*  
*-adopt a formal internal control policy.*

ii) The ORVA Town Hall – B. Jahn, Board Vice-Chair/S. Werlein, HOS  
*Mr. Jahn gives an additional update on the ORVA Town Hall meeting. Emphasis on the effectiveness of the meeting. Updated the board on the progress of the mission statement.*

iii) Professional Services Committee – B. Bray, Board Chair  
*Mr. Bray gives an update on the new accounting and reporting practices with Will Lewis and K12. The cost of the project will come from the board reserve fund.*

iv) Policy Committee – M. Herndon, Board Treasurer  
*Mr. Herndon gives an update on the board policies that remain to be adopted. Will follow up on the policies at the board retreat.*

b. Other – B. Jahn, Board Vice-Chair  
*Mr. Jahn shares some information regarding the upcoming OSBA convention.*  
*Mr. Jahn shares a project tracking table that he has developed. This table is editable by all board members and its purpose is to keep track of all ongoing projects and their status. See full tracker [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. September 18<sup>th</sup>, 2018

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

**IV. ACTION ITEMS**

**A. IV-BDRPT-01\_10-16-18**

Discussion and Possible Action on the FY 2018 Financial Audit Report.

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

*Mr. Herndon moved to approve the FY 2018 audit report. Mr. Jahn seconded the motion. All were in favor*

*with none opposed. The motion carried.*

B. IV-BDRPT-02\_10-16-18

Discussion and possible action to authorize board chair and treasurer to work on behalf of the board and provide direction to staff in the selection of benefit plans and providers and to subsequently make recommendations to the entire board.

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		X			
Mr. Barry Jahn	X	X			
Vacant					
Motion	Carried (X)	Not Carried ( )	Vote, (A) (N)(Ab)	Tabled ( )	

*Mr. Herndon suggested to expand this motion to include payroll services. Mr. Werlein shares that if the board decides to change the insurance provider to one that is not within the Insperity services, it will change the entire nature of our relationship with Insperity. Right now, we are in a turnkey setup with Insperity.*

*Mr. Bray clarifies that this motion will allow board members to work on this project in committees rather than as an entire board and then make a recommendation.*

*Mr. Jahn moves to authorize board chair and treasurer to work on behalf of the board and provide direction to staff in the selection of benefit plans and providers and to subsequently make recommendations to the entire board.*

*All were in favor with none opposed. The motion carried.*

V. **ADJOURNMENT**

The meeting was adjourned at 8:45 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: Wednesday October 10<sup>th</sup>, 2018