
OREGON VIRTUAL ACADEMY

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

December 12, 2017 @ 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 AGENDA**

**BOARD OF DIRECTORS
OREGON VIRTUAL ACADEMY**

Tuesday, December 12th, 2017

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			
Vacant	Member	2016-2019				
Mr. Steven Isaacs	Member	2016-2019	X			
Mr. Brian Bray	Temporary Chairman	2016-2019	X			
Mr. Barry Jahn	Temporary 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. Head of School Report:

a. HOS Report – Mr. Werlein, Head of School

- *Mr. Werlein reports a follow up to a public comment from the previous meeting. Those requests were addressed and followed up on and has not received any further communication regarding the issue.*
- *Major student celebration - one student is currently on track to graduate this year with her high school diploma as well as her associate’s degree due to the expanded options program.*
- *Currently still searching for a SPED/TAG teacher. We are also interviewing and recruiting for a Primary Academic Administrator*
 - *Special thanks to Dr. Catherine Wilson for her time at ORVA.*
- *Summary of school improvement goals:*
 - *Increase passing rate.*
 - *Increase graduation rate.*
 - *Increase retention rate.*
 - *Increase stakeholder (Teacher/Family) satisfaction.*
- *Enrollment/ Operations*
 - *Students withdrawing continues to be a concern*
 - *Current WD Rate is 3.8% above where it was last year.*
 - *The targeted increase in retention is approximately 3% over last year’s average. This gives us a significant deficit to cover. (6.8%)*
 - *Efforts to decrease truancy (10 day) WDs have shown improvement for students in this category.*
 - *Enrollment continues to be approximately 200 students less than our target which was set*

last year. It is picking up a little as the new semester approaches.

- *Where can we have an impact with withdrawn students:*
 - *No control over LC availability or student relocation.*
 - *Can control motivation. Think about what else we can do to reach out to those students to motivate and engage.*
 - *Truancy has remained relatively low. Getting to students sooner and re-engaging before the 10 day mark hits.*
 - *School Data: Primary*
 - *On track to complete 90% of course work:*
 - *EIA – 52%*
 - *Math – 44.6%*
 - *Generally on par with last year. Would like to see this improve.*
 - *Goal is increase by January meeting.*
 - *School Data: Secondary –*
 - *Middle school: on track to complete*
 - *EIA – 77%*
 - *Math – 68%*
 - *Science – 57%*
 - *Social Studies – 81%*
 - *High School: on track to complete:*
 - *ELA 45%*
 - *Math – 54%*
 - *Science – 45%*
 - *Social Studies – 50%*
 - *Graduation:*
 - *Access to great tool to track graduation progress.*
 - *Allows staff to track progress before it's too late.*
 - *First priority are seniors.*
 - *Observations between two teachers -*
 - *Both core teachers with the same amount of preps. 1 has 25% passing rate with 3.1 instructional hours. The other has 72% passing rate with 13.1 instructional hours.*
 - *Pushes us to look at how we are spending our time and how this affects student success.*
 - *Currently there are 7165 courses being taken at the secondary level. 482 of those courses are currently earning a grade between 49.9 and 59.9%. This range consists of 7% of all courses being taken. This should be a focus for remediation.*
- i) NTCM Conference Update – Wendy Ross
- *How inquiry based learning looks in an online classroom:*
 - *The inquiry approach is more focused on using and learning content as a means to develop information-processing and problem solving. Give them tools to solve the problem.*
 - *The system is more student centered, with the teacher as a facilitator of learning. More emphasis on “how we come to know” and less on “what we know”.*
 - *Students are more involved in the construction of knowledge through active involvement.*
 - *The more interested and engaged students are by a subject the easier it will be for them to construct in-depth knowledge of it.*
 - *Learning becomes almost effortless when something fascinates students and*

reflects their interests and goals.

- *5 characteristics of Inquiry Based Learning:*
 - *Blooms Taxonomy*
 - *Ask Questions that motivate*
 - *Utilizes wide variety of resources including project based learning*
 - *Teacher as facilitator*
 - *Meaningful products come out of inquiry based learning*
- *Math Department is using these ideas to create an action plan, to collaboratively work to provide this model for our students in an online environment.*

2. Board of Directors Discussion:

a. Committee Updates

i) Finance Committee - Mr. Herndon, Board Member

- *Mr. Herndon reports that he met with Steve and Craig to discuss a better description of income. Developing a sheet that gives numbers for the previous month and year to date regarding ADM and what income we can expect based on the attendance.*
- *Working on a better breakdown of invoices from K12 – particularly on materials and computers.*
- *Asked for mock-up of Non K12 invoices check register.*
- *Asked for schedule of future conferences and budget to be put on dashboard or as part of the HOS report.*
- *Came up with mock-up of these items for the next board meeting in January.*

ii) Teacher to Board Committee – Mr. Jahn, Board Member

- *Mr. Jahn thanked the teacher representatives for their work and Mr. Werlein for his detailed HOS report.*
- *Mr. Jahn and Mr. Bray attended a leadership institute workshop at the OSBA conference. Emphasis on the importance of the team. Moving in a good direction to strengthen the staff and admin relationships.*
 - *Would like to move to a round table format by the January meeting. Involve the HOS and administrators with a board member just in the background.*

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

- *Mr. Bray reports that he has contacted Peter Valentine.*
- *Mr. Herndon requests a virtual meeting to develop suggestions on the K12 contract.*

iv) Policy Committee – Mr. Herndon, Board Member

- *Nothing to report.*

b. OSBA Conference Update

i) Board Retreat Update – Brian Bray, Board Chair

- *Mr. Bray reports good conversations with OSBA regarding relationships with charter schools.*
- *Mr. Bray asks about an update on the on OSBA's change of status to non-profit and how that affects charter school relationships.*
 - *Mr. Werlein reports that he does not have an update.*
- *Meeting with Mr. Werlein, Mr. Jahn, and Mr. Bray to discuss legislative matters.*
 - *Discussing key issues and key players. Get approach to address the issues.*

- ii) Leadership Institute Workshop – Barry Jahn, Vice Chair
- c. Nominations for Board Treasurer and Board Secretary
- d. Board Dashboard Design
- *Covered under the financial committee update.*

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.

- *Mr. Bray moved to remove item 2. New Hires from the consent agenda for further discussion. Mr. Jahn seconded the motion. All were in favor with none opposed. Item 2 – New Hires was removed from the consent agenda.*
- *Mr. Herndon requested further discussion and clarification on item b. Catherine Wilson under item 3 Staff Resignations.*
 - *Mr. Bray calls on Dr. Wilson for further clarification and detail.*
 - *Dr. Wilson gives further information regarding her decision to resign from the Oregon Virtual Academy.*

A. ITEMS FOR APPROVAL

1. Previous Meeting Minutes
 - a. September 19th, 2017
 - b. November 28th, 2017
- ~~2. New Hires~~
 - ~~a. Nicole Green – Family Support Liaison~~
3. Staff Resignations
 - a. Lindsay Martinez – Primary Teacher
 - b. Catherine Wilson – Primary Academic Administrator
4. Rescinded Resignation
 - a. Heidi Vogel – Primary Teacher

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

IV. SCHEDULED FOR ACTION

- A. PERSONNEL**
- B. BUSINESS**

1. IV-BDRPT-01_12-12-17

Consideration and Possible Approval of the Insperity Insurance Renewal

- **Mr. Crawford from Insperity reports that this action will be for renewal and open enrollment for employee health insurance.**
- **Mr. Jahn reports that this has been a subject of discussion in the Teacher to Board committee. Staff is anxious to have something approval so they can plan their insurance packages.**
- **Mr. Crawford reports that every employer is required by law to offer employees an open enrollment period every 12 months. This time of year is a common open enrollment period.**
 - **The benefits in place are the same that have been in place for the entirety of the relationship.**
 - **There are no changes to benefits other than change in cost.**
 - **The school will need to decide if they are prepared to absorb 100% of the cost increase. If the school decides to absorb the cost it would be about an additional \$83,000/year or \$7,000/month.**
- **Mr. Bray asks if waiting until next month to vote on this item will have a detrimental impact on staff.**
 - **Mr. Herndon shares that he is comfortable waiting the 30 days.**
 - **Mr. Jahn recommends sharing this with a few teachers to gain feedback on the offerings.**

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

Mr. Bray moved to table the action. Mr. Herndon seconded the motion. All were in favor with none opposed. The motion carried and the action will be tabled for a later date.

Mr. Bray moved that the board chair and finance chair approve this action if deemed appropriate outside of the board meeting. All were in favor with none opposed.

2. IV-BDRPT-02_12-12-17

Consideration to Approve Board Chair as a Permanent Position

Member	Motion	Aye	No	Abstain	Absent
Mr. Paul Tannahill		X			
Mr. Michael Herndon	X	X			
Vacant					
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 Mr. Bray as the permanent Board Chair of the Oregon Virtual Academy. Mr. Jahn seconded the motion. All were in favor with none opposed. The motion carried.

3. IV-BDRPT-03_12-12-17

Consideration to Approve Board Vice Chair as a Permanent Position

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

Mr. Bray moved to approve Mr. Jahn as the permanent Oregon Virtual Academy Board Vice Chair. Mr. Herndon seconded the motion. All were in favor with none opposed. The motion carried.

4. IV-BDRPT-04_12-12-17

Consideration to Approve Terri Bennink as Oregon Virtual Academy Board Member

Member	Motion	Aye	No	Abstain	Absent
Mr. Paul Tannahill		X			
Mr. Michael Herndon		X			
Vacant					
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. Bray moved to approve Terri Bennink as an Oregon Virtual Academy Board Member. Mr. Bray seconded the motion. All were in favor with none opposed. The motion carried.

5. IV-BDRPT-04_12-12-17

Consideration to Approve Terri Bennink as the Oregon Virtual Academy Board Secretary.

Member	Motion	Aye	No	Abstain	Absent
Mr. Paul Tannahill		X			
Mr. Michael Herndon		X			
Vacant					
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 moved to approve Terri Bennink as the Oregon Virtual Academy Board Secretary. Mr. Isaacs seconded the motion. All were in favor with none opposed. The motion carried.

6. IV-BDRPT-06_12-12-17

Consideration to nominate Mr. Herndon as the Oregon Virtual Academy Board Treasurer.

Member	Motion	Aye	No	Abstain	Absent
Mr. Paul Tannahill		X			
Mr. Michael Herndon		X			
Vacant					
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 moved to nominate Mr. Herndon as the Oregon Virtual Academy Board Treasurer. Mr. Isaacs seconded the motion. All were in favor with none opposed.

7. IV-BDRPT-07_12-12-17

Consideration to Approve Nicole Green as a New Hire to Oregon Virtual Academy as the Family Support Liaison.

- *Mr. Werlein gives an overview of the position. This is a routine FT staff position.*

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

No action was taken. Item will move to the January Board Meeting.

C. INSTRUCTION AND CURRICULUM

D. PUPIL SERVICES

V. ITEMS SCHEDULED FOR INFORMATION

A. FINANCIAL PACKET:

1. Review Financial Packet (Through November) – Craig Chun-Hoon, Finance Manager

- *Mr. Chun-Hoon gives an overview of the current finances through November.*
 - *Mr. Bray asked about grant funding for improving graduation rates and when those funds will become available.*

- *Mr. Werlein reports that those funds are currently available and are not reflected here. These funds would need to be board approved and targeted towards CTE programming, drop-out prevention, or dual credits.*
- *These funds are very clearly marked for new programs and not to be supplanted with current ones.*
- *Mr. Herndon shares that the dashboard that is being developed will share more information regarding ADM which will give more insight as to incoming funds.*
- *Mr. Bray shares that a procedure needs to be in place for approving K12 invoices.*
 - *Past practice was Mr. Chun-Hoon would work with the board chair for approval outside of the board meeting.*
 - *Mr. Herndon recommends meeting with Mr. Bray to discuss the invoices for a decision on approval at a later time.*

2. Credit Card Charges (Through November) – Megan Caldwell, Office Manager

VI. ADJOURNMENT

The meeting was adjourned at 9:37 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: Wednesday December 6th, 2017