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## OREGON VIRTUAL ACADEMY

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

February 20, 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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**AGENDA  
REGULAR MEETING AGENDA**

**BOARD OF DIRECTORS  
OREGON VIRTUAL ACADEMY**

**Tuesday, February 20<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 6:30 P.M.

### **B. 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 Leadership Team (SLT) Report and Updates:**

##### **a. SLT Report – ORVA HOS and SLT Members**

*Mr. Werlein reports:*

- *Enrollment and Attendance Information*
  - *Enrollment 2/20/2018 = 2130 total*
    - *K-6: 890*
    - *7-12: 1240*
    - *SpEd: 311*
  - *Attendance:*
    - *0-2 Days: 91%*
    - *3-5 Days: 4%*
    - *6-10 Days: 4%*
    - *11-20 Days: .5%*
    - *No Contact: .5%*
- *Mr. Jahn requests that the ORVA board receive attendance metrics on a monthly basis.*

*Mr. Werlein reports:*

- *Graduation Plans: Students with plan available for student view. See SLT report for details.*
- *Ms. DeWolfe adds that these plans are revisited throughout the year.*
- *Teacher Pulse Check Survey:*
  - *Overall staff morale: +26% over SY 16-17.*
  - *T2b Survey Results: Improvement, but still a work in progress.*
  - *Challenge: Calendar Issues.*
  - *Challenge: Lead time on PD.*
  - *Challenge: Ongoing development of trust and open communication, establishment of expectations/ routines/ student centered culture.*

- *First Roundtable Format:*
  - *All teams were represented.*
  - *First of its kind.*
  - *Details to follow on subcommittee report.*
- *Family Pulse Check:*
  - *Fall 2017: Satisfaction with curriculum: 76%*
  - *Fall 2017: Satisfaction with Teachers: 89%*
  - *Overall school satisfaction: 89%*
  - *Improvement: 23% over Fall 2016*
- *School Events*
  - *Capitol Day: Mr. Werlein thanks 15 staff, families and Mr. Herndon and Mr. Isaacs for attending.*
  - *Regional PD: Last week at four locations.*
  - *First ever drop in face to face in Portland targets for HS students.*
  - *Internal Site Audit: March 13<sup>th</sup> and 14<sup>th</sup> at North Bend.*
    - *Mr. Jahn questions if ORVA has had a past audit.*
    - *Mr. Werlein reports that ORVA had a previous audit and that he would find this information for the ORVA board.*
  - *Graduation: June 9<sup>th</sup>: 2 PM, Western Oregon University. Details to follow, but board members are encouraged to attend.*
  - *Mr. Bray requests calendar invitation for school events.*

*Ms. DeWolfe reports:*

- *Secondary*
  - *Focus On Seniors*
    - *Ms. Dewolfe recognizes Carissa Trepka on getting 146 students through senior projects in Semester 1. More than were completed in all of SY 16-17.*
  - *Work Samples:*
    - *30 students completed*
    - *30-40 working on final samples now.*
    - *Goal set to have all graduating seniors complete by May 11.*
- *Passing Rates*
  - *Ms. DeWolfe reports we are following the same trend as last year regarding passing rates. See SLP report for more details.*
  - *Look at what we can do to improve our practice.*
    - *SOLO training*
    - *Poverty training*

*Mr. Jahn requests access to data for passing rates in more detail for the ORVA board.*

*Ms. Hausmann reports:*

- *Elementary 1*
  - *Fall observations*
    - *Working on completing fall round of observations. Fall observations began in February and will be complete the first week of March.*
      - *Scheduled follow up meetings after every observation that will discuss:*
        - *Progress of yearly goals*
        - *Standards progress reflection form*
        - *Class connect observation feedback*
        - *Standards progress assessment*
        - *Other, as needed- for teachers to ask questions.*

*Mr. Bray asks Ms. Hausmann the connection between the contracted observations we have previously done and administrative observation.*

- *Ms. Hausmann reports that the two observations are separate.*
  - *Instructional coach*

- *Sits in on one 30 minute lesson a month*
- *Provides suggestions and feedback*
- *Shares new initiatives and techniques coming from K12*

*Mr. Bray requests for more information regarding the instructional coaching program*

*Ms. Hausmann adds the benefit of the instructional coach is they are a peer to the teachers and not a direct supervisor. This is less stressful on some teachers.*

*Ms. Hausmann reports:*

- *Elementary 2*
  - *Report Card Grading System*
    - *K-6 team adopted a new report card tool for Semester 1*
    - *This tool will be used going forward*
    - *A small change was made to the grading key prior to Semester 1*
    - *Staff and families were pleased with the change*
    - *See SLP report for more detail*
- *Elementary 3*
  - *SOLO Professional Development on February 16<sup>th</sup>, 2018*
    - *Morning: All homerooms required.*
      - *Small groups optional*
    - *Afternoons: K6 staff were required to complete SOLO training #1 and #2 in K12 trainings*
      - *Training #1 Introduction to targeted instruction (SOLO)*
      - *Training #2 Specific techniques for targeted insolation (SOLO)*
    - *These trainings were assigned to each teachers k12 training account*
    - *Ms. Hausmann monitored completion of the trainings*
    - *There will be discussing at the next team meeting, 2/26.*
  - *Promising Practices Professional Development, February 22, 2018, for K6 Optional:*
    - *This is optional, but beneficial PD option.*
      - *If teachers want to attend: must hold homeroom from 930-1030am OR prerecord and post lesson for homeroom ahead of time.*
      - *Small groups can be optional this day.*
      - *Plan to attend a minimum of two Promising Practices Live Sessions.*
      - *Plan to report your finds to the K6 team at the next team meeting.*
    - *If teachers do not attend it will be a normal workday.*

## 2. Board of Directors Discussion:

### a. Committee Updates

#### i) Finance Committee - Mr. Herndon, Board Member

*Mr. Herndon reports that he, Mr. Chun-Hoon, and Mr. Werlein have continued to work on the dashboard for the ORVA board.*

*Mr. Herndon states that has reviewed the proposed K12 invoice payment and suggests it be approved.*

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

*Mr. Jahn reports that the T2B committee has grown to include more roles and voices across the school.*

- *Mr. Jahn reports that ORVA has shown steady improvement with staff moral when looking at the T2B survey.*
- *How effective was the February T2B committee round table meeting:*
  - *From a holistic point of view, to what degree was our first T2B round table committee meeting beneficial:*
    - *6.3 out of 10*

- Regarding their specific category, to what degree were you pleased that your area discussions were beneficial?
  - 6.4 out of 10
- Regarding the variety of issues/ concerns discussed at the T2B meeting, to what degree are you confident that ongoing collaborative conversations regarding solutions will continue?
  - 7.3 out of 10
- T2B Follow Up Survey
  - Choose one or two high priority issues to work toward solutions.
  - Keep meeting at one hour.
  - Issues teachers want ORVA Board to address:
    - Teacher retention
    - Insecurity- teachers can be too easily dismissed.
    - Teachers getting burnt out and quitting. This creates a burden on the rest of the team.
    - Is at-will a Board decision, or K12?
  - Issues that Admin/Staff need to address:
    - New students- transition challenges.
    - Discussion on addressing at-risk students.
    - Discussion regarding math departments low survey scores. What can be done to help?
  - Changes the T2B committee would like to see regarding meeting format.
    - Too much time describing issues, not enough action.
    - Focus one hour on in-depth comprehensive solutions to one or two issues/concerns.
    - Issues surfaced that were too new and had not gone through all the channels prior to discussion.
    - Feedback that administrator at times defend themselves rather than work with teachers to actually resolve the issue.
- For more detail see T2B committee report.

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

Mr. Bray reports the Professional Services Committee is empowered to work with K12 on the upcoming Education Product and Services Agreement with K12. ORVA Board council recommended doing this as a resolution.

- Mr. Bray reports that the resolution will define who will be able to negotiate with K12.
- Mr. Bray reports that the resolution asks for a change in language in our Education Product and Services Agreement and this change in language be put into a draft agreement.
- Mr. Bray reports that the resolution reminds K12 that services are expected to be continued throughout the contract regardless of the outcome of negotiations.

iv) Policy Committee – Mr. Herndon, Board Member

Mr. Herndon reports that the goal of the committee is to put a current set of policies in place for ORVA.

Mr. Herndon reports that he will be releasing three sections of the policies over the current meeting and the two to follow.

- The policies included in tonight's meeting are I, J and KL.
  - I- Instruction
    - Instructional Program Goals
    - Special Education
    - TAG
    - Assessments
    - Grading Credits.

- *J-Students*
  - *Attendance*
  - *Conduct and Discipline*
  - *Other Student Matters*
- *KL-Community Relations*
  - *Submitting Complaints (ORVA Board to ORVA Employees)*

*Mr. Bray adds that policies are adopted by boards and they are directives to administration and operations.*

*Mr. Bray questions Mr. Herndon if there is a policy for adopting policy and if it requires more of a process than Mr. Herndon has proposed.*

- *Mr. Herndon states this policy may be in section A or B. Mr. Herndon proposes to bypass this process and except the new policies with a plan of going back to see if changes need to be made.*
- *Mr. Werlein states that he would recommend meeting with ORVA Board council to create a process to move forward with ORVA policies.*

### **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. January 16<sup>th</sup>, 2018
2. New Hires
  - a. Neria Sebastien- Special Education Teacher/ Advanced Learner Program Liaison
  - b. Emily Alexander- Substitute Teacher
  - c. Jeremy Ting- Secondary Social Studies Teacher
  - d. Charissa Davis- Substitute Teacher
3. Staff Exits
  - a. Kathleen Zeman
  - b. Amy MacKenzie
  - c. Rebecca Reynolds
  - d. Amy Hodgins
4. K12 Invoice Payment

*Mr. Bray requests that the ORVA Board have more involvement in the New Hires process supported by the Educational Product and Services Agreement.*

*Mr. Jahn moved to approve all items listed in the consent agenda.*

- *Mr. Isaacs seconds the motion. All were in favor with none opposed. The motion carried.*

**IV. ITEMS SCHEDULED FOR INFORMATION**

- a) Review of Financial Packet (through January 2018)      C. Chun-Hoon, Finance Manager  
*Mr. Chun-Hoon updates the ORVA Board on the financial packet through January.*
- b) Credit Card Charges (through January 2018)      A. Owen, Interim Office Manager  
*Ms. Owen reviews the ORVA credit card charges through January.*

**V. POSSIBLE ACTION ITEMS**

- 1)                      V-BDRPT-01\_2-20-18  
 Discussion and Possible Action on Board Adopted Policy

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

- 2)                      V-BDRPT-02\_2-20-18  
 Further Discussion and Possible Action on Issues Raised During Board Committee Reports, including but not limited to the negotiation of contract terms related to the proposed EPSA agreement with K12, Inc.

<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>			
Ms. Terri Bennink					<b>X</b>
Mr. Steven Isaacs		<b>X</b>			
Mr. Brian Bray	<b>X</b>	<b>X</b>			
Mr. Barry Jahn		<b>X</b>			
Vacant					
Motion	Carried( )	Not Carried( )	Vote,(A) (N)(Ab)	Tabled( )	

*Mr. Bray moves to except the terms of the resolution presented by the ORVA Board.*

- All were in favor with none opposed the motion carried.*



- 3) V-BDRPT-03\_2-20-18  
Discussion/Possible Action to Enter Executive Session pursuant to ORS 192.660

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

*Mr. Bray reports no executive session is needed at this time.*

- 4) V-BDRPT-04\_2-20-18  
Discussion/Possible Action on Agenda Item V)A.

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

## **1)ADJOURNMENT**

The meeting was adjourned at 9:23 P.M. (Action)

*Mr. Bray moves to adjourn the meeting.*

- *Mr. Herndon seconds the motion.*
- *All were in favor with none apposed. The motion carried.*

This Notice has been issued at the direction of the Board Chair, calling a regular meeting of the Board of Directors.

Date Posted: Thursday February 15<sup>th</sup>, 2018