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## OREGON VIRTUAL ACADEMY

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

September 18, 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, September 18<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 6:35 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.

*Ms. Shuler addressed the board regarding her resignation and her contract with ORVA.*

**B. BOARD/STAFF DISCUSSION**

- 1. School Informational Reports
  - a. HOS Report – S. Werlein, HOS

*Mr. Werlein gives an update on enrollment, family satisfaction survey results, and PLC's. See full report [here](#).*

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

*Mr. Chun-Hoon reviews the financial packet through August 2018. See full report [here](#).*

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

*Ms. Caldwell gives an overview of the credit card charges through August. See full details [here](#).*

- 2. Board of Directors Discussion:
  - a. Committee Updates
    - i) Finance Committee - M. Herndon, Board Member

*Nothing to report.*

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

*Mr. Jahn shares that his report was addressed during the HOS report.*

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

*Mr. Herndon reports that Will Lewis has shared a document called Program Budgeting and Accounting Manual from the Department of Education. This is a document for budgeting, accounting and planning. Would like to initiate a project for Will to work with K12 on a system of accounting based on actuals rather than forecasts for the Board to adopt.*

iv) Policy Committee – M. Herndon, Board Member

*Mr. Herndon reports that there are 4 sections that still need to be adopted in section G. These policies will be prepared and presented for a vote at the October meeting.*

### **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. August 21<sup>st</sup>, 2018

##### **2. New Hires**

- a. Emily Borrego, Middle School Math Teacher
- b. Theresa Cruz, Middle School Advisor
- c. Crosby Bromley, High School PE Teacher
- d. Erin Brazel, Middle School PE Teacher
- e. Joye Otto, High School ELA Teacher
- f. Jennifer Giles, Middle School Science Teacher
- g. Antony Trilli, Substitute Teacher
- h. Michael Hawkins, MS to HS Bridge Coordinator
- i. Allison Manley, Middle School Health Teacher
- j. Darcie Gay, Middle School Science Teacher
- k. Macy Holmes, Family Resource Coordinator

##### **3. Resignations**

a. Kelly Schuler, High School Advisor

*Mr. Tannahill 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\_09-18-18**

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

Member	Motion	Aye	No	Abstain	Absent
Mr. Paul Tannahill		X			
Mr. Michael Herndon	X	X			
Ms. Terri Bennink					X
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. Werlein shares that the leadership team worked together to gather input on recommendations. Working hours was one of the items to change. Language was changed to address 8-5 working hours. Language was aligned with job descriptions. Absenteeism and tardiness was another topic. Mr. Werlein suggests adding meeting students’ needs within hours agreed to with supervisor.*

*Mr. Jahn asks about job evaluations timelines. Mr. Werlein shares that all evaluation procedures are located in OneDrive. We could add a sentence stating where to find the specific performance evaluation procedures.*

*Mr. Herndon moved to approve the 2018-2019 Staff Handbook with the 2 added suggestions above. Mr. Jahn seconded the motion. All were in favor with none opposed. The motion carried.*

**B. IV-BDRPT-02\_09-18-18**

Discussion and Possible Action of Proposed Bonus Payments for SY 18-19 (Draft Language to Follow)

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. Chun-Hoon gives an overview of the options for bonus payments. See all options [here](#).*

*Mr. Werlein shares that he doesn’t feel that the school will need to offer this to new staff. We were able to attain quality staff without offering additional funds which was originally approved.*

*Mr. Werlein confirms that no new staff were promised these funds in offer letters.*

*Mr. Herndon moves to approve the bonus payments to all returning staff only. Mr. Bray seconded the motion. All were in favor with none opposed. The motion carried.*

V. **ADJOURNMENT**

The meeting was adjourned at 9:13 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 September 12<sup>th</sup>, 2018