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**OREGON VIRTUAL ACADEMY**

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

January 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>

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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 AGENDA**

**BOARD OF DIRECTORS  
OREGON VIRTUAL ACADEMY**

**Tuesday, January 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 6:33 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. Adams thanked the ORVA school board for their service in recognition of school board appreciation month.*

**B. BOARD/STAFF DISCUSSION**

- Head of School Report:
  - a. HOS Report – Mr. Werlein, Head of School
- *Mr. Werlein reports Capitol Day is February 6<sup>th</sup> in Salem and invites all board members to participate in the event.*
- *Mr. Werlein welcomes Ms. Hausmann to ORVA as our new Primary Administrator.*
- *Summary of school improvement goals.*
  - *Current WD rate is 35.98% compared to last year’s WD rate at 33.34% (2.64% increase).*
  - *Primary:*
    - *ELA 56% on track to complete 90%.*
    - *Math 48% on track to complete 90%.*
  - *Secondary Middle School:*
    - *ELA 74.6% pass rate.*
    - *Math 63.1% pass rate.*
    - *Sci 57% pass rate.*
    - *Soc 82% pass rate.*
      - *Percentage of students failing 0 courses is 32%.*
      - *1-2 courses 22%.*
      - *3-4 courses 17%.*
      - *5+ courses 29%.*

- **Secondary High School:**
  - *ELA 40% pass rate.*
  - *Math 56.3% pass rate.*
  - *Sci 53.2% pass rate.*
  - *Soc 52% pass rate.*
    - *Percentage of students failing 0 courses is 27%.*
    - *1-2 courses 21%.*
    - *3-4 courses 18%.*
    - *5 courses 34%.*
- **Graduation Update: Students with successful graduation plan in place.**
  - *Refer to HOS report for data.*
- **T2B Update**
  - *We will be actively seeking new/additional members for the group as we continue towards the roundtable model.*
  - *Encourage dialogue and solutions.*
  - *Regular reports to the board.*
  - *Supporting a climate of trust and faith, high-stakes regarding passing rates:*
    - *Examine causes, actions, and solutions.*
    - *Give everyone a voice.*
    - *Look at outcomes and correlate actions.*
    - *Accountability at all levels and in all directions.*
    - *Passing rates/ course completion.*
  - **Insurance**
    - *Staff concerns include customer service and location of providers.*
    - *The process was discussed; it will be a team effort and will take time.*
    - *There are no “quick fixes” but specific incidents can and should be reported to HR and HOS.*
  - **Training/ Staffing/ Mentoring**
    - *Challenges related to support within departments were discussed.*
    - *Support of new teachers is critical.*
    - *Staffing concerns due to unexpected departures were discussed.*
    - *Bottom line: more dialogue is needed.*
- **Grit Book Study**
  - *Staff-facilitated study.*
  - *Focus on dialogue- not top down directives.*
  - *Administration=participate- not lead.*
  - *Outcomes focused.*
- **Actions for Semester 2:**
  - *How much targeted instruction is taking place?*
  - *What does effective targeted instruction look like?*
  - *Efforts are being undertaken to streamline instructional practices.*
  - *What is the best part and most engaging to students?*

- Board of Directors Discussion:

a. Committee Updates

i) Finance Committee - Mr. Herndon, Board Member

- *Mr. Herndon reports progress has been made regarding the board dashboard. Requesting ADM numbers from ORVA/NBSD on a monthly basis to gain more detailed information on funding.*
  - *Requesting more detailed information regarding cost of computers within the k12 invoice documents.*
  - *Requesting change in K12 invoice approval process. Proposing Board Treasurer presents k12 invoices rather than finance manager.*

- Proposed Budget Change

- *Mr. Bray proposes to eliminate all balanced budget credit language from the k12 budget.*
  - *Mr. Herndon reports this language is a commitment from k12 to keep ORVA solvent.*
  - *Questioning at what enrollment rate would the school be solvent without k12 balance budget credits.*
  - *Mr. Jahn reports in past meetings with k12 regarding balance budget credit that when enrollment numbers go up the school will turn a profit.*
  - *Mr. Herndon reports that we are running the school on the funding the state of Oregon is providing. While we are being charged more than we are taking in, due to the contracts language regarding balanced budget credits we are not operating at a deficit per the State of Oregon.*
  - *Mr. Herndon proposes for assurance from k12 that the school will be solvent under any circumstances.*
  - *Mr. Bray reports that k12 is producing a budget where ORVA is spending more than it is receiving in order to hold the school in a contract. K12 is fabricating a deficit number so they can forgive at the end of the year.*

*Mr. Bray moves to forward to k12 a proposed budget change to eliminate the balance budget language from the k12 service agreement contract.*

- *Mr. Herndon shares that after reviewing the k12 contract language the balance budget credit allows us to run the school on the money sent from the State of Oregon while allowing k12 to maximize profits. K12 spends funding well on administration and reporting and allows the school to run and be solvent. Questions how accounting will be done without the balance budget credit language.*
  - *Mr. Herndon reports that the deficit comes from the annual financial audit. K12 waits to receive results from the annual audit to produce the budget.*
- *Mr. Bray reports that under the current contract language if the school were to not renew we would owe the current deficit back to k12.*
  - *Mr. Herndon responds that under the current contract language balance budget credits are only to keep the school solvent.*
  - *Mr. Bray shares concerns that in the event of surplus funds k12 will take funds as profit instead of utilizing funds towards student services.*
  - *Mr. Herndon agrees that the contract needs to be changed and updated but is not confident that removing balanced budget credit language is appropriate at this time.*

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

*Mr. Jahn updated the board on the progress of the ORVA board section of the schools website.*

- *The board is requesting access to their ORVA email domains so that contact information can be posted to the ORVA website.*

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

*Mr. Bray reports that he has consulted with legal counsel regarding change in language to the balance budget credits. Legal counsel advised that a change in language would be appropriate.*

iii) Policy Committee – Mr. Herndon, Board Member

*Mr. Herndon reports that he will reach out to Mr. Stuky to gain access to editable versions of the OSBA policy rewrite in order to make necessary changes.*

- *The current policies are not adoptable as we have to select the policies we want to 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.

#### **A. ITEMS FOR APPROVAL**

1. Previous Meeting Minutes

- a. December 12<sup>th</sup>, 2017

~~2. New Hires~~

~~a. Nicole Green – Family Academic Support Liaison~~

~~b. Melissa Hausmann – Primary Academic Administrator~~

3. K12 Invoice Payment

*Mr. Bray moves to remove item 2-New Hires from the consent agenda.*

- *Mr. Jahn seconded the motion.*
- *All were in favor none opposed the motion carried.*

*Mr. Bray moves to approve the consent agenda.*

- *Mr. Herndon 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\_1-16-18

Consideration and Possible Approval of New Hires Melissa Hausmann, Primary Academic Administrator and Nicole Green, Family Academic Support Liaison.

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	X			
Mr. Barry Jahn	2nd	X			
Vacant					
Motion	Carried(X )	Not Carried( )	Vote,(A) (N)(Ab)	Tabled( )	

*Mr. Bray reports that the k12 product and services agreement states that k12 will help with recruiting and recommending applicants to the board for administrative positions.*

- *Requesting that the contract is adhered to regarding board involvement in administrative hiring decisions.*

*Mr. Bray moved to approve New Hires Melissa Hausmann, Primary Academic Administrator and Nicole Green, Family Academic Support Liaison.*

*Mr. Jahn seconded the motion all were in favor with none apposed motion carried.*

## 2. IV-BDRPT-01\_1-16-18

### Consideration and Possible Approval of the Insperity Insurance Renewal

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	X			
Mr. Barry Jahn	2nd	X			
Vacant					
Motion	Carried( X )	Not Carried( )	Vote,(A) (N)(Ab)	Tabled( )	

*Mr. Herndon shares that he feels we should move forward with this renewal, but in the future have Insperity explore other options.*

*Mr. Werlein clarifies that in addition to approving the renewal, the board will need to determine whether to absorb the coast increase or pass it on to employees.*

- *Mr. Bray asks if this has been reviewed in the budget.*
- *Mr. Herndon reports that the contract is written in the boards favor so that ORVA can utilize the funds and it will be written off at the end of the year.*
- *Ms. Sheibler clarifies that the additional coast would fall under the 2% allowed in the budget for k12 to absorb.*

*Mr. Bray moves to approve the Insperity insurance renewal. Additional costs allocated to teacher benefits under the ORVA budget.*

*Mr. Jahn seconded the motion all in favor with none apposed motion carried.*

2. IV-BDRPT-02\_1-16-18

Consideration to Approve Myk Herndon as the Oregon Virtual Academy Board Treasurer

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

*Mr. Bray moved to approve Myke Herndon as the ORVA Board Treasurer. All were in favor none opposed motion carried.*

3. IV-BDRPT-02\_1-16-18

Discussion/Possible Action on Educational Product and Services Agreement with K12

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 shares his opinion that the ORVA board and k12 come to a more mutually beneficial agreement.*

*Mr. Jahn requests that Mr. Werlein work with k12 to rewrite the Product and Services Agreement.*

C. INSTRUCTION AND CURRICULUM

D. PUPIL SERVICES

**V. ITEMS SCHEDULED FOR INFORMATION**

A. FINANCIAL PACKET:

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

*Mr. Chun-Hoon gives an update on the financial packet through December.*

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

**VI. ADJOURNMENT**

The meeting was adjourned at 10:12 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 January 10<sup>th</sup>, 2018