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## **OREGON VIRTUAL ACADEMY**

### **NOTICE OF SPECIAL MEETING OF THE BOARD OF DIRECTORS**

November 28, 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>

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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  
SPECIAL MEETING AGENDA**

**BOARD OF DIRECTORS  
OREGON VIRTUAL ACADEMY**

**Tuesday, November 28<sup>th</sup>, 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 6:30 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>			
Vacant	Member	2016-2019				
Mr. Steven Isaacs	Member	2016-2019	<b>X</b>			
Mr. Brian Bray	Temporary Chairman	2016-2019	<b>X</b>			
Mr. Barry Jahn	Temporary 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.

*Ms. Zeman addressed the board on behalf of the English Language Arts Department regarding a grievance made to the Secondary Administrator and the Head of School that has not been given a response.*

**B. BOARD/STAFF DISCUSSION**

- 1. Head of School Report:
  - a. Audit Results

*Mr. Delaney with Pauly Rodgers and Co. reports on the 2016-2017 SY financial report. The purpose of the audit is to provide an opinion whether the financial statements and records are in accordance with generally accepted recording principals and accounting standards. Reviewed transaction sampling, bank statements, payroll records, checks, and other like bank records. No exceptions or issues were found in the audit. ORVA has received a clean opinion.*

**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. K12 Invoice Payment

*Mr. Herndon reports on K12 invoice findings. See attached document.*

*Mr. Jahn shares questions regarding the transaction list by Vendor. Would like to see a justification on the report showing what these expenses are for.*

*Mr. Herndon shares that it would be helpful to see checks written by category.*

*Mr. Chun-Hoon shares that this is the process for paying K12 services, while other vendors are payed first.*

*Mr. Bray moved to approve the K12 Invoice Payment. Mr. Herndon seconded the motion. All were in favor with none opposed. The motion carried.=*

Motion\_\_\_\_\_ Second\_\_\_\_\_

**IV. SCHEDULED FOR ACTION**

**A. PERSONNEL**

**B. BUSINESS**

1. IV-BDRPT-01\_11-28-17

Consideration to Approve the Audit Results

<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>			
Vacant					
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 moved to approve the Audit Results and forward to appropriate parties. All were in favor with none opposed. The motion carried.*

**C. INSTRUCTION AND CURRICULUM**

**D. PUPIL SERVICES**

**V. ITEMS SCHEDULED FOR INFORMATION**

**VI. ADJOURNMENT**

*Mr. Bray moved to adjourn the meeting at 7:11 PM. All were in favor with none opposed.*

The meeting was adjourned at 7:11 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: Tuesday November 21<sup>st</sup>, 2017

## ORVA BOARD COMMENTS – Myk Herndon – November 28, 2017

I agree that we don't have everything we need in order to "talk" about our finances, but we do have enough to pay these invoices. I figured out how they give us the monthly credit (writing down the M&T invoice from \$359,182 to \$7,118.24. On the face of it, that's a considerable amount.

On the expense side, there are a few things that would help us quite a bit.

1) Under the current contract, I doubt we will ever get any visibility into how the Management and Technology Invoice gets broken down. It's the flat 15 and 7 percent of revenue that keeps us hamstrung. What is interesting is that the missing number in this whole setup and how it is derived can be back-calculated from these numbers. See On the income side below.

2) I am assuming that the OLS Invoice is for On Line Support, and this is a very reasonable number, although a satisfaction survey may indicate that we are not getting even that much value. I know Steve Isaacs has a very dim view here. We may want to ask for a survey to be done toward the end of February for families enrolled since September.

3) The Materials Invoice needs to be broken down by month, grade and resource. This is a huge number, and those are the ones you look at first. Interestingly, there is no category in the Audit that breaks this expense out. I would also like to understand the difference between Up Front and Monthly charges in the invoice.

4) Computers - Ditto. It is very difficult from the numbers presented to get a picture of exactly what happened in the month reported (or in this case, invoiced).

In both the Material and Computer Invoice cases, there is no real visibility at this point. To be honest, with the way they have their ed systems integrated to support the dashboard systems, we should also be able to get a dashboard that would give us a current picture in these areas.

Oh, and that check system report by vendor is a total loss. We need an expense by category report. If the vendors are categorized, then the bank should be able to supply that. Payroll, travel, conferences, equipment, supplies, therapy, miscellaneous, etc. would have meaning for us.

On the income side.... The question here is "What income side?"

The missing number is \$ 1,632,645.45. It isn't found anywhere, and yet it drives the entire financial report.

I derived it from the M & T invoice by taking the two numbers and dividing by .15 and .07 respectively, and they both give the same result. That's income. How that number is derived is literally half the equation, and we can't see it.

We get enrollment numbers. We should be getting reported ADMw AND the funding level used to calculate what North Bend will get for our kids. Then we take the percentage from the lower left hand corner of the invoice to arrive at the big number on our income side.

There are other sources of income. There is an entry in the Balance sheet for Receivables, and other stuff, but I have no idea what that refers to, or whether we need to be concerned.

One thing to note here is the entry in the North Bend Payment Schedule for May 15. It says Balance. This has to do with the fact that the State doesn't really know what it will give a district until they do the grand school year end audit, and figure out how much they owe the schools. They tend to hold back, so that there is always a surplus to be sent at this point. That and an increase in funding level taken together gave us the impression that we were going to get an extra \$2 million back in May, and that wasn't the case. We might be able to make a case for some of that money based on the increase in funding, but some of it was the fact that we hadn't gotten everything we deserved during the school year up to that point.

So, bottom line is, we need better information on the expense side. Not more data, just numbers that give us an idea of what's really going on. We also need a better reporting of non-K12 expenses. On the income side, we need a completely new view based on an understanding of how funding works in this State, and some visibility into other sources of funding, both restricted and unrestricted, so that we don't have to wonder about decisions that come to us.

Maybe I need to sit down with the numbers guy on their side, like Barry is on the dashboard project, and come up with some proposed reports. Then I can use a couple of board members (who are not numbers oriented) to test the approach.