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## OREGON VIRTUAL ACADEMY

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

February 19, 2019 @ 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 19<sup>th</sup>, 2019**

**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**

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	Chairman	2016-2019	X			
Mr. Barry Jahn	Vice Chairman	2017-2020	X			
Mr. Bryan Hatzenbihler	Member	2017-2020	X			

**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 Informational Reports

- a. School Metrics/Historical Reports: [ORVA Metrics](#)—Steve Werlein, HOS
- b. School Leadership Report: Steve Werlein, HOS/ORVA Administration and staff

*Mr. Werlein and the school leadership team share school-wide updates. See full report [here](#).*

- i) Academic and Operational Highlights
- ii) CTE Programming/Measure 98
- iii) Facility Update-North Bend
- iv) Zoom Platform Update
- v) Additional Follow Up Items

2. Board of Directors Discussion:

- a. Project Tracking Updates – B. Jahn, Board Vice-Chair

*Mr. Jahn gives updates and shares information about the project tracking sheet.*

*-Mr. Herndon gives an update on the budget committee. Will Lewis is not available to sit on committee but will be available to consult. Mr. Herndon asks for a volunteer to chair the budget committee. Hoping to get a parent involved in this committee. Look into Partners in Education Group for interest.*

*-Ms. Martin shares that the google account was set up as a nonprofit, but there will be a monthly charge for each member, as well as a yearly charge. The credit card will be charged each month/year.*

*-Mr. Jahn asks if the ORVA email domain can be changed so that board members reflect as “ORVA BOARD” rather than “ORVA ADMIN”. Mr. Werlein shares that this is not something that is being worked on – hoping that the google domain will solve most of the issues.*

*-Mr. Jahn reports that the board access policy has been updated based on provided feedback. Mr. Werlein wanted to speak with Matt about this policy. Mr. Werlein shares that K12 counsel will be reaching out to Matt to follow up on some items with in the policy.*

*-Mr. Jahn reports that the board will be doing a HOS and K12 evaluation. The board has supplied the OSBA rubric and requests the recommended updates be made. Mr. Werlein shares that there is a marked-up version with comments with tracked changes, lists core competencies that should be considered – these should already be embedded in the OSBA document. It has been posted so the board can begin reviewing it.*

*K12’s review would be a separate process as OSBA’s document is more individual.*

*-Mr. Werlein shares that the finance dashboard is in progress. It has been simplified and inclusive of everything. Meetings with Myk each month to refine information. It has been posted for review. Mr. Herndon shares that the dashboard is as good as it is going to get for right now.*

b. Committee Updates

i) Finance Committee – M. Herndon, Board Treasurer

ii) The ORVA Town Hall – B. Jahn, Board Vice-Chair/S. Werlein, HOS

*Mr. Jahn shares that the mission statement and the vision statement are complete. Jeni and Melissa will open time in their staff meetings to get feedback from staff.*

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

*Mr. Bray suggests bringing in a consultant to check ORVA’s CTE process. Reached out to an individual who is interested in helping at her usual rate. May only need one meeting/possible one follow up meeting with questions.*

*Mr. Werlein asks if there is an RFP process for hiring a consultant. Mr. Bray suggest they discuss to ensure compliancy. Consult council on this matter.*

iv) Policy Committee – M. Herndon, Board Treasurer

*Mr. Herndon shares that he will need to go back and find his work, so the board can get everything adopted. He will share everything in the ORVA board folder so that the board members have an opportunity to review all the policies. Mr. Jahn to work with Mr. Herndon to ensure all documents get added.*

- Policy Update: Fiscal Controls Policy-S. Werlein, HOS

*Mr. Werlein shared that this is something that the auditor suggested to have in place. The policy should be ready for review and council review soon.*

3. Finance Reports:

a. Review of Financial Packet (through January 2019) - M. Herndon, Board Treasurer and C. Chun-Hoon, Finance Director (to follow)

*Mr. Chun-Hoon gives an overview of the financial packet through January. See full report [here](#).*

b. Credit Card Charges (through January 2019) - M. Caldwell, Office Manager

*See full report [here](#).*

### **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 19<sup>th</sup>, 2018
2. K12 Invoice Payment
3. New Hires
  - a. Jaimie Brady, CTE Teacher
  - b. Paul Manon, Electives Teacher
  - c. Marc Schilling, MS Social Studies Teacher
  - d. Marisa Dey, MS Science Teacher
  - e. Dawn Koester, SPED Teacher
  - f. Laura Wells, Secondary Math Teacher
4. Separations
  - a. Steven Ashley, HS Teacher

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

### **IV. ACTION ITEMS**

### **V. ADJOURNMENT**

The meeting was adjourned at 10:00 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: Thursday February 14<sup>th</sup>, 2019