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## OREGON VIRTUAL ACADEMY

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

April 17, 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, April 17<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 6:28 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.

**B) BOARD/STAFF DISCUSSION**

**1. School Informational Reports**

**a. SLT Updates – ORVA HOS and SLT Members**

*Mr. Werlein reports to the ORVA Board the SLT update. His report includes:*

- *Academic Information*
- *“Project Seniors”*
- *Withdrawal Information*
- *Re-Registration*
- *Teacher Pulse Check*
- *Upcoming Events*
- *For more information see the SLT Summary.*

*Mr. Bray requests information regarding Special Education numbers for ORVA.*

*Mr. Jahn requests to see statistics on our “At Risk” students.*

*Mr. Bray reports that the ADMW number listed for Charter Schools in the State School Grant Report is incorrect.*

*Mr. Bray requests information on how the new PERS changes will effect ORVA.*

*Mr. Jahn questions what needs to happen for letters of intent to be sent to ORVA teachers.*

- *Mr. Cooke replies that the Educational Product and Services Agreement being finalized would begin the process.*
- *Mr. Herndon reports that the Board is working to have the Educational Product and Services Agreement signed around May 1<sup>st</sup>.*

b. Review of Financial Packet (through March 2018)-C. Chun-Hoon, Finance Manager

*Mr. Chun-Hoon reports finances through March 2018 to the ORVA Board.*

*Mr. Bray requests that Special Education be included in the Restricted Fund Summary.*

c. Credit Card Charges (through March 2018)-A. Owen, Interim Office Manager

*Ms. Owen reports the credit card charges through March 2018 to the ORVA Board.*

2. Board of Directors Discussion:

a. Committee Updates

i) Finance Committee - Mr. Herndon, Board Member

*Mr. Herndon reports the Finance committee has been focused on the new Financial Packet.*

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

*Mr. Jahn reports to the ORVA Board the notes from the April ORVA Forum meeting.*

*Mr. Jahn reports the ORVA Forum has a well-rounded group currently.*

*Mr. Jahn reports that the April focus was “At Risk” students.*

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

*Mr. Bray reports that the Committee continues to work with council in Portland for a successful Product and Services Agreement.*

iv) Policy Committee – Mr. Herndon, Board Member

*Mr. Herndon reports that he recommends to adopt Section G ORVA policies with the exception of the following:*

- *GCBDA/GDBDA-AR(1) Oregon Family Medical Leave*
- *GCBDD/GDBDD Sick Leave*
- *GCDA/GDDA Criminal Records Checks/Fingerprinting*
- *GCDA/GDDA-AR Criminal Records Checks/Fingerprinting*

### **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. March 20<sup>th</sup>, 2018

2. New Hires

a. Christopher Webber- Fourth Grade Substitute Teacher

3. Exits

a. Zachary Keeseey

b. Charity Kitsyuk

4. K12 Invoice Payment

*Mr. Bray questions Mr. Herndon on if he recommends the K12 Invoice Payment to be passed.*

- *Mr. Herndon responds that he does recommend the K12 Invoice for Payment.*

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

*Mr. Jahn seconds the motion. All in favor with none apposed. The motion carries.*

**IV. ACTION ITEMS**

- 1) IV-BDRPT-01\_4-17-18  
Discussion and Possible Action on Board Adopted Policy

Member	Motion	Aye	No	Abstain	Absent
Mr. Paul Tannahill		X			
Mr. Michael Herndon	X	X			
Ms. Terri Bennink					X
Mr. Steven Isaacs	2nd	X			
Mr. Brian Bray		X			
Mr. Barry Jahn		X			
Vacant					
Motion	Carried( )	Not Carried( )	Vote,(A) (N)(Ab)	Tabled( )	

*Mr. Herndon moves to adopt all proposed policies in Section G with the following exceptions:*

- *GCBDA/GDBDA-AR(1) Oregon Family Medical Leave*
- *GCBDD/GDBDD Sick Leave*
- *GCDA/GDDA Criminal Records Checks/Fingerprinting*
- *GCDA/GDDA-AR Criminal Records Checks/Fingerprinting*

*Mr. Isaacs seconds the motion. All in favor with none apposed. The motion carries.*

- 2) IV-BDRPT-02\_4-17-18  
 Discussion and Possible Action related to proposed Educational Products 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 reports there is no recommended action for this item at this time.*

- 3) IV-BDRPT-03\_4-17-18  
 Discussion and Possible Action related to Draft SY 18-19 Budget

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. Herndon moves to pass the Draft SY 18-19 Budget.*

*Mr. Bray seconds the motion. All in favor with none apposed. The motion carries.*

- 4) IV-BDRPT-04\_4-17-18  
 Discussion and Possible Action on Formation of Committee(s) to Review and Update Relevant Language in the following 4 Documents:

- 1)Teacher/Staff Handbook
- 2)Teacher/Staff Employment Agreement
- 3)Teacher/Staff Job Descriptions
- 4)Parent/Student Handbook”

Member	Motion	Aye	No	Abstain	Absent
Mr. Paul Tannahill		X			
Mr. Michael Herndon	2nd	X			
Ms. Terri Bennink					X
Mr. Steven Isaacs		X			
Mr. Brian Bray		X			
Mr. Barry Jahn	X	X			
Vacant					
Motion	Carried( )	Not Carried( )	Vote,(A) (N)(Ab)	Tabled( )	

*Mr. Jahn reports he would like to review the language in the Teacher Employee Agreement, Teacher Job Descriptions, and the Employee Handbook.*

*Mr. Jahn reports he would like to work with Mr. Isaacs on this committee.*

*Mr. Bray requests a name for the committee proposed.*

*Mr. Werlein proposes Employment Related Documents Committee.*

*Mr. Jahn agrees with Mr. Werlein’s suggestion.*

*Mr. Jahn would like to remove Parent/Student Handbook from the list of proposed items to be reviewed.*

*Mr. Jahn moves to form committee with the purpose to review Employment Related Documents.*

*Mr. Herndon seconds the motion. All in favor with none apposed. The motion carries.*

**ADJOURNMENT**

The meeting was adjourned at 8:57 P.M. (Action)

*Mr. Jahn moves to adjourn the meeting.*

*Mr. Herndon seconds the motion. All in favor with none apposed. The motion carries.*

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

Date Posted: Tuesday April 10<sup>th</sup>, 2018