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## OREGON VIRTUAL ACADEMY

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

JUNE 18, 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 1-720-707-2699 Ext. 526309737# and via Zoom at

<https://zoom.us/j/526309737>

[Meeting Recording](#)

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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, June 18<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	Treasurer	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.

*Ms. Trottier addressed the board regarding her resignation letter and reasoning behind her decision to resign. See full letter here.*

**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 reports on current school updates. See full report [here](#).*

2. Board of Directors Discussion:

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

*Mr. Jahn gives an update on the project tracking sheet. See full tracker [here](#).*

b. Committee Updates

- i) Finance Committee – M. Herndon, Board Treasurer

*Mr. Herndon reports that the committee update will take place during the financial review later in the meeting.*

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

*Nothing to report.*

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

*Nothing to report.*

- iv) Policy Committee – M. Herndon, Board Treasurer

*Mr. Herndon shares that all policies will be voted on later in the meeting and will then go to OSBA for the final process.*

3. Finance Reports:

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

*Mr. Chun-Hoon and Mr. Herndon give an update on the financial packet, as well as the 2019-2020 Budget. See full finance report [here](#). See full 2019-2020 Budget [here](#).*

b. Credit Card Charges (through May 2019) - M. Caldwell, Office Manager  
*See credit card charges [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. May 21<sup>st</sup>, 2019
  
2. Separations
  - a. Mark Benedict, Secondary Teacher
  - b. Amanda Nesbitt, Family Support Liaison
  - c. Lisa Trottier, Secondary Teacher
  - d. Lisa Lanza, Retention Specialist
  - e. Jamie Daily, School Psychologist
  
3. K12 National Club Sponsorship Renewal: J. Stiles. (Sponsorship of 7-8 Art Club and 9-12 Art Club)

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

**IV. ACTION ITEMS**

**A. IV-BDRPT-01\_6-18-19**

Discussion and possible action on Executive Director Evaluation Packet

<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>	<b>X</b>			
Vacant					
Mr. Steven Isaacs		<b>X</b>			
Mr. Brian Bray		<b>X</b>			
Mr. Barry Jahn		<b>X</b>			
Mr. Bryan Hatzenbihler	<b>2<sup>nd</sup></b>	<b>X</b>			
Motion	Carried (X)	Not Carried ()	Vote, (A) (N)(Ab)	Tabled ()	

*Mr. Herndon moved to approve the Executive Director Evaluation Packet. Mr. Hatzenbihler seconded the motion. All were in favor with none opposed. The motion carries.*

**B. IV-BDRPT-02\_6-18-19**

Discussion and action on approval of SY 19-20 Staff and Student Handbooks.

Items available at the following link: [19-20 Handbooks](#)

<b>Member</b>	<b>Motion</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Mr. Paul Tannahill	<b>2<sup>nd</sup></b>	<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>			
Mr. Bryan Hatzenbihler		<b>X</b>			
Motion	Carried (X)	Not Carried ()	Vote, (A) (N)(Ab)	Tabled ()	

*Mr. Werlein reports that these handbooks are annually approved and there are no substantial changes. Student handbook has language updates to current job titles. The mission and vision added document is a substitution addition.*

*Mr. Jahn moved to approve the 2019-2020 student and staff handbooks. Mr. Tannahill seconded the motion. All were in favor with none opposed. The motion carries.*

**C. IV-BDRPT-03\_6-18-19**

Discussion and possible action on proposed payment to K12.

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

*Mr. Jahn moves to approve the proposed payment to K12. Mr. Hatzenbihler seconded the motion. All were favor with none opposed. The motion carries.*

**D. IV-BDRPT-04\_6-18-19**

Discussion and possible action on proposed health insurance options.

Member	Motion	Aye	No	Abstain	Absent
Mr. Paul Tannahill					
Mr. Michael Herndon					
Vacant					
Mr. Steven Isaacs					
Mr. Brian Bray					
Mr. Barry Jahn					
Mr. Bryan Hatzenbihler					
Motion	Carried ()	Not Carried ()	Vote, (A) (N)(Ab)	Tabled ()	

*Mr. Herndon reports that urgency on this is not high. Board must decide if this will be implemented at the start of the new school year or wait until the typical renewal start period.*

*Mr. Werlein shares that it would be best to give time for employees to ask questions and gain more information.*

*Mr. Herndon moved to table the motion to the July board meeting. Mr. Bray seconded the motion. All were in favor with none opposed. The motion carries and the motion is tabled.*

**E. IV-BDRPT-05\_6-18-19**

Discussion and possible action on 2019/2020 Salary Schedule.

<b>Member</b>	<b>Motion</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Mr. Paul Tannahill	<b>2<sup>nd</sup></b>	<b>X</b>			
Mr. Michael Herndon	<b>X</b>	<b>X</b>			
Vacant					
Mr. Steven Isaacs		<b>X</b>			
Mr. Brian Bray		<b>X</b>			
Mr. Barry Jahn		<b>X</b>			
Mr. Bryan Hatzenbihler		<b>X</b>			
Motion	Carried (X)	Not Carried ()	Vote, (A) (N)(Ab)	Tabled ()	

*Mr. Herndon reports that the schedule increase is 1% to the base and each step is roughly increased by 1.5% the step is a flat rate, the higher the current wage, the lower the percentage increase will be.*

*Mr. Jahn suggests that we are strategic with messaging and the board to have later discussion possibly at the board retreat to look into changing.*

*Mr. Herndon moved to approve the 2019-2020 salary schedule. Mr. Tannahill seconded the motion. All were in favor with none opposed. The motion carries.*

**F. IV-BDRPT-06\_6-18-19**

Discussion and possible action on 2019/2020 Budget.

<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>	<b>X</b>			
Vacant					
Mr. Steven Isaacs		<b>X</b>			
Mr. Brian Bray		<b>X</b>			
Mr. Barry Jahn	<b>2<sup>nd</sup></b>	<b>X</b>			
Mr. Bryan Hatzenbihler		<b>X</b>			
Motion	Carried (X)	Not Carried ()	Vote, (A) (N)(Ab)	Tabled ()	

*Mr. Chun-Hoon and gave an overview of the 2019-2020 Budget. See full presentation [here](#).*

*Mr. Herndon moves to approve the 2019-2020 budget as presented. Mr. Jahn seconded the motion. All were in favor with none opposed.*

**G. IV-BDRPT-07\_6-18-19**

Discussion and possible action on OSBA Board Policy Updates.

<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>	<b>X</b>			
Vacant					
Mr. Steven Isaacs		<b>X</b>			
Mr. Brian Bray		<b>X</b>			
Mr. Barry Jahn	<b>2nd</b>	<b>X</b>			
Mr. Bryan Hatzenbihler		<b>X</b>			
Motion	Carried (X)	Not Carried ()	Vote, (A) (N)(Ab)	Tabled ()	

*Mr. moved to approve the [OSBA Board Policy Updates](#) as presented. Mr. Jahn seconded the motion. All were in favor with none opposed. The motion carries.*

**V. ADJOURNMENT**

The meeting was adjourned at \_\_\_\_\_ 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: Friday June 14<sup>th</sup>, 2019