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## OREGON VIRTUAL ACADEMY

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

July 18, 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 MINUTES**

**BOARD OF DIRECTORS  
OREGON VIRTUAL ACADEMY**

**Tuesday, July 18<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 6:41 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. HOS Introductory Comments-S. Werlein

*Mr. Werlein reported on school updates. See full report [here](#).*

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

*Mr. Chun-Hoon gives an update on the financial packet. See full report [here](#).*

c. Credit Card Charges (through June 2018)-M. Caldwell, Office Manager

*Ms. Caldwell gives an update on recent credit card charges. See full report [here](#).*

2. Board of Directors Discussion:

a. Committee Updates

i) Finance Committee - M. Herndon, Board Member

*Mr. Herndon reports that the bonuses will happen. To be paid in 2 payments. We are still unsure how the accounting will work in respect to taxes and benefits.*

*How much funding will be allocated to PD is still undetermined.*

*There was some confusion on the salary schedules regarding what was being approved. A new motion and approval on a new salary schedule is requested.*

*Mr. Herndon proposes that 2.5% increase is applied to the base in addition to a 1.5% increase to the*

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*step – plus 4% increase for all staff not included in the salary schedule.*

*Mr. Chun – Hoon shares that this is not part of the board approved budget.*

*A new budget analysis is requested before approval.*

*A special meeting is requested in the next week to approve a new schedule.*

ii) The ORVA Forum – B. Jahn, Board Member

*Mr. Jahn shares that the group did not meet, however, the primary change for next year is to maximize voice of all staff – not just representatives.*

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

*Mr. Bray shares that he will be looking for someone who the board can employ to review financial documents and give advice.*

iv) Policy Committee – M. Herndon, Board Member

*Mr. Herndon shares that the policies that have been adopted thus far, will need to be sent to OSBA for final drafts.*

~~C) EXECUTIVE SESSION~~

~~The board will meet in Executive Session pursuant to ORS 192.660(2)(f), to consider records exempt from disclosure (attorney client privileged communications).~~

*No executive session was held.*

**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. June 19<sup>th</sup>, 2018
  - b. June 27<sup>th</sup>, 2018
2. Approval of Contract of J. Stiles to serve as National Club Sponsor.
3. K12 Invoice Payment
4. ~~Approval of Updated Job Description(s)~~
5. Terminations
  - a. Megan Patterson, Testing Coordinator

6. Resignations
  - a. Christen Pagett, ELL Coordinator
  - b. Patrick Hawke, CTE Teacher

*Mr. Bray moved to remove item 4 - (approval of updated job descriptions) from the consent agenda. Mr. Herndon seconded the motion. All were in favor with none opposed. Item 4 was removed from the consent agenda.*

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

#### **IV. ACTION ITEMS**

- ~~1) IV BDRPT 01\_7\_19\_18  
Discussion and Possible Action on items discussed in Executive Session.~~

#### **V. ADJOURNMENT**

The meeting was adjourned at 8:27 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 July 13<sup>th</sup>, 2018