

**Oregon Virtual Academy  
Regular Board Meeting Minutes**

**Date:** 9-28-2021  
**Note Taker:** Trisha Wick

**Participants:**

Voting Board Member: Barry Jahn, Paul Tannahill, Franklin Roberts, Megan Trow, Steven Isaacs & MJ Sandall  
ORVA Academic Team Members: Jamie Stiles, Stephanie Martin, Ashley Smithey, Mindy Kramer, Leanne Moll, Caitlin Klenz, Kerry Foley & Elyse Hansen  
K12 Regional Team:

**Meeting Recording**

Call to Order @ 6:30 pm

<b>Agenda Item:</b> Approval of the Agenda	
<b>Discussion:</b> Add Approval of the Policies to Action Items	

<b>Agenda Item:</b> Public Comments	
<b>Discussion:</b> Jane Rice would like to address two items that the Union is receiving negative feedback. Staff & Students have not received their Internet Stipend Checks for the second semester from last year. The second item Mrs. Rice would like to bring to the Board is that is states in the employee handbook that staff will receive 40 hrs of rollover sick time from last year. It appears to be an operations error that needs to occur on the Insperity side and is not an easy fix for Sherri Wheeler the HR Manager. Insperity still has not completed this process in addition to the 5 personal days in which only 4 personal days have been applied. Teachers would appreciate an explanation and would like to be reassured that the leadership team is actively working on this. Barry Jahn responds that the Board will follow up with Jamie Stiles and the leadership team and Thanks Jane for letting the Board know.	

<b>Agenda Item:</b> Benefits Review with Biggs Insurance	
<b>Discussion:</b> Jamie Stiles lets the Board know that Biggs Insurance will be doing a presentation of a couple options for ORVA moving forward as well as getting enrollment out to staff that they can complete using the portal. Patrick Shen and Shannon Lashomb present Insurance options through MODA which would be a 2.3% increase which is very good considering most renewals in the Pacific Northwest are about 6-9% increase. Regence is another option but with an 8.5% increase. United Health Care came back with a -4.8% decrease in renewal. Cigna is a -3.45% decrease in renewal. Cigna is different than insurance ORVA has had in the past since it is not a fully insured plan Cigna is considered to be a level funded plan on the front in ORVA will not see any changes but on the back end it will. Meaning that those who are enrolled can get some savings back in the 18 <sup>th</sup> month of next year. Cigna is offering a \$25,300 upfront admin credit as well. Patrick Shen asks if there are any opinions. Biggs Renewal Presentation can be viewed <a href="#">here</a> .	

Barry Jahn mentions that in the past that the concern has been about receiving coverage throughout the state of Oregon since our staff is located throughout Oregon and many staff could not receive coverage without traveling to get to an approved provider. Mr. Jahn asks Jamie Stiles to get staff feedback in order to make a decision for ORVA's 21-22 Insurance. Mrs. Stiles responds that she feels that it would be good to get some employee feedback.

<b>Agenda Item:</b> Finance Training: Overview with CSBM	
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<b>Discussion:</b> <p>Raj Thakkar is the founder and CEO of CSBM. Mr. Thakkar shares an overview of fiscally secure &amp; fiscal responsibility method and the vision is that one day all charter schools will view and value responsible financial management as vital. The mission is to empower charter schools with vital knowledge and services to understand and practice responsible financial management. CSBM manages clients' financial duties fully or partially as well as helping clients to understand and practice responsible financial management since 1 in 7 charter schools are shut down since 80% of which are due to financial mismanagement. Raj shares a book that will be released soon about fiscally secure and fiscal responsibility. He breaks the book up into the following sections: Foundational Vital Ground Work for Yesterday, Today and Tomorrow. Yesterday is reconciling the past, Today is about the finance and Tomorrow is about management and governance in order to forecast the future. Mr. Thakkar shares what CSBM will cover in the next 5 workshops. Workshop 1 will cover common causes and symptoms of Financial Mismanagement and 10 cures &amp; 50 remedies for each. Workshop 2 will cover 2 cures &amp; 10 remedies per workshop. Workshop 3 will have impactful 1-pagers for optional homework to help reinforce what you have learned. Workshop 4 will end with fiscal practices assessment that CSBM will implement over time (all cures and remedies in the form of questions). Workshop 5 will involve Q &amp; A throughout.</p>	
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<b>Agenda Item:</b> Finance & Budget Report	
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<b>Discussion:</b> <p>Christopher Daniels shares the August 2021 finance &amp; budget <a href="#">report</a>. Slide 1 outlines the financial highlights and budget assumptions. Slide 2 outlines budget summary for 21-22. Slide 3 outline the balance sheet and slide 4 outlines the cash flow projections. Franklin Roberts has a question about the post audit cash roll on slide 2. Mr. Daniels explains that the audit is not complete yet. Once a first draft is provided an adjustment will be made. Barry Jahn asks when the first draft of the audit should be released and Chris and Jamie said mid to late October.</p>	
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<b>Agenda Item:</b> 1 <sup>st</sup> & 2 <sup>nd</sup> Readings of Board Policies	
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<b>Discussion:</b> <p>Barry Jahn discusses the topics that were covered such as medical leave, family eligibility, electronic communications, graduation, threats of violence, corporal punishment and immunizations which were updates by OSBA and the impact was to read through the policies to see if there needed to be any changes or adjustments so ORVA could report back to OSBA. MJ Sandall would like the Board to know how appreciative she is of Myk Herndon's efforts in reviewing the policies and making the notes that he did.</p>	
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<b>Agenda Item:</b> Review of SB743	
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**Discussion:**

Barry Jahn shares that this update deals with the state schools funding formula and the impact it has on districts who sponsors virtual charter schools. It targets ORVA and there are two factors to be considered it will permanently change the calculation of extended waited ADM attendance for school districts for school districts that sponsor virtual schools and would ensure those districts if they go down in numbers that they would receive extended ADMW payments even though their sponsored virtual charter school would grow. The second part is the bill caps the ADMW payments for virtual charter schools at 10% of the previous calculation. Jamie Stiles discusses that ORVA grew about 44% but after talking to Mr. Herndon she feels that this bill will not impact ORVA since the growth was not there.

**Agenda Item:**

Board Calendar Committee Update

**Discussion:**

Barry Jahn met with the committee to discuss what has been done in the past and that it is up to them how they want to move forward in the future. Megan Trow met with Steven Isaacs & Paul Tannahill to go over the calendar. CSBM finance training was added to the Board Development and the MOU extended to June was added to ORVA legal Documents for the month of October. Kristen's big list for the MOU was added to January 2022. Paul Tannahill discusses the side comments that can be added to google doc's which will provide the person with a link to the document as well as the information that is needed. Barry Jahn points out the previous years calendars being saved in the same location which will allow for reflection with this years calendar. Hallie Puncochar would like to add the CSBM Forecasting to December under the budget column.

**Agenda Item:**

Executive Director Report

**Discussion:**

Jamie Stiles Shares the Executive Director [Report](#). Jamie shares an enrollment update to let the Board know that enrollment has dropped to the 2000 range. Jamie discusses some possible recruitment ideas that can be implemented for next semester but for next year as well. Mrs. Stiles shares that Brittney Hauge is our department spotlight since she is able to generate reports to show staff members where they need focus to make a difference with students. Mrs. Stiles shares the vaccine policy update which is about 75% complete. A temperature kiosk was purchased for the admin office as well as masks. The staff asked Mrs. Stiles to let the Board know that they wanted to Thank them for realizing how difficult it could be to get in for covid testing and they appreciate the Board offering the testing as we get closer to in person events. Jamie provides an update on the website/social media and marketing. Google & Facebook ad campaigns should be launching this week. Jamie will be attending a series in October for Charter School Recruitment planning. Old facebook page will move over on October 31<sup>st</sup> to the @OregonVirtual. Twitter and TikTok accounts are live, working with students to with content as part of school marketing projects. Jamie discusses the ESSER III Grant and how ORVA students are not included in the funding formula. NBSD is still going to give us \$450,000 over 3 years to help mitigate student learning loss and address student social, emotional and mental health. Jamie discusses a new tool that ORVA staff will be switching over to Zoom phones allowing all staff to be on the same cloud base system for call transfers. This will also support ORVA's initiative for promoting work/life balance not to mention the large cost savings after a couple of months. Current Verizon bill upwards to \$10,000/month (\$120,000 annually) and Zoom phones will cost about \$24,000 annually. Mrs. Stiles would like to propose providing staff with kajeet mifi devices opposed to sending out ISP checks twice a year since it has proven to be costly and time consuming. The only drawback would be a one time fee of \$70 per device but the school would own the devices and they

would be transferrable. Culture Amp is a new survey tool that assists with engagement and development. Mrs. Stiles talks about the charter renewal process MOU is being signed to move deadline from January to June and Jamie will be working with NBSD and OSBA representative on that process. Mrs. Stiles will be presenting to the NBSD on 10/7/21 and provide an overview of ORVA programs for new board members as well as data on academics and engagement and initiatives and priorities as a new self-managed school.

<b>Agenda Item:</b> Consent Agenda Items: Previous Meeting Minutes, Pending Invoices, Staffing Updates & 1 <sup>st</sup> & 2 <sup>nd</sup> Readings of Board Policies	
<b>Discussion:</b> Franklin Roberts makes a motion to approve the consent items as stated. Megan Trow seconds the motion. All in favor none opposed. Motion passes.	

<b>Agenda Item:</b> Benefit Choices	
<b>Discussion:</b> Jamie Stiles lets the Board know that we need more time to decide so we can get staff feedback.	
<b>Action:</b> No Action at this time this time. Item is tabled until more information is gathered.	

<b>Agenda Item:</b> Policy Updates	
<b>Discussion:</b> MJ Sandall makes a motion to approve the policy updates and send them onto OSBA for review. Megan Trow seconds the motion.	
<b>Action:</b> All in favor none opposed. Motion passes.	

Meeting Adjourned @ 8:43 pm