

**Oregon Virtual Academy  
Regular Board Meeting Minutes**

**Date:** 11-23-2021  
**Note Taker:** Trisha Wick

**Participants:**

Voting Board Member: Barry Jahn, Myk Herndon, Franklin Roberts, Megan Trow, MJ Sandall & Steven Isaacs

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 @ 6:31 pm

<b>Agenda Item:</b> Public Comments	
<p><b>Discussion:</b></p> <p>Barry Jahn explains that the board encourages public comments at regular meetings excluding work sessions and executive sessions. The webinar Q&amp;A feature is a way to encourage everyone to express concerns and seek answers to questions since they can submit them anonymously to the board since there may be staff that do not feel comfortable asking questions to the board in fear of being outed to people and peers. The webinar Q&amp;A feature creates safety while increasing board to staff communication which has been emphasized for many years.</p> <p>Kristin Thompson wanted to talk about gratitude and collaboration with the board this evening. Mrs. Thompson Thanks Jamie Stiles for her transparency and open communication with everyone regarding the zoom phone transition which was a source of much confusion and concern among staff. Mrs. Stiles followed up with an email to staff to let them know as a self-managed school we need to become fiscally responsible so we can provide the salaries that the teachers deserve. And that's exactly what the teachers need to hear from the board as well. Kristin has expressed that this new change in public comments has made staff feel like they are unable to approach the board with their questions and concerns. Staff feel their voices should be welcomed opposed to cherry picked by the board. The intentions of the OEU is to be a successful self-managed school and the teachers wouldn't be here if they didn't believe in that. The OEU wants a mutually beneficial relations where the board and OEU work together in collaboration which will create a strong competitive ORVA.</p> <p>Barry Jahn reiterates to Kristin that in the time he has been a part of the board all staff that has asked to speak and would like Kristin to provide the board with the hurdles she feels this has created. The board felt this transition would allow other staff to step forward and ask questions. Megan Trow thanks Kristin for stepping forward and presenting her opinions and would like to validate that the board is working in the spirit of collaboration.</p> <p>Jim Fitzgerald would like to express his concerns about the selection process for public comments. He acknowledged Barry's comment about in the time that he has been a part of the board all who wish to speak have been able to do so. But Mr. Fitzgerald was under the impression that there were more than two staff that signed up tonight to speak but only two were selected. His concerns would be when would the staff be notified when they can speak and knowing the selection criteria and if you are not going to be selected to speak understanding why and then not knowing if there is anyone speaking about the same topic. Jim would recommend the board to consider the following by making a sign up sheet that is visible by the public ahead of</p>	

time so it can be seen who will speaking and what topics will be covered, secondly allowing the selection process to be transparent, lastly provide clear criteria if more people sign up then there is time allotted what happens at that point? Are the speakers that aren't picked moved to the next meeting? Or will the time be extended? Jim Fitzgerald Thanks the board for the opportunity to speak. Barry Jahn responds that since this is a new process this is something that will continually need to be reevaluated. Barry promises Jim as a board chair they will ensure these concerns will be addressed. Barry shares some hypothetical situations.

<b>Agenda Item:</b> Spitzer Update on data transfer by David Spitzer	
<b>Discussion:</b> David Spitzer shares that we are at the 99.5% of the data transfer. The .5% is showing the reported files in SharePoint are inaccurate and will begin the process of working with Stephanie Martin next week to find out where there is error in reporting and any files that are missing but essentially Spitzer Tech has captured it all. The two next steps will be push the data up to the new Microsoft Tenancy as well a backing up on a secured encrypted drive. The second part will be getting user in to use it to begin the migration process. Spitzer Tech did find a couple of SharePoint projects that haven't been touched since 2016 and are making back up copies of those as well which will all be moved over to the new Office 360. The last part will be to move students over to the new platform as well. All email issues have been resolved.	

<b>Agenda Item:</b> Finance and Budget Report with Hallie Puncochar	
<b>Discussion:</b> Hallie Puncochar shares the audit has been completed. Hallie share the finance budget <a href="#">report</a> . Hallie's report will show more visuals for the board and moving forward in future presentations. Currently ORVA is 5 positions over budget. Salary and Payroll cost are over budgeted by 4%. New forecast is projecting a deficit for FY22 of \$3 million which is \$535 thousand higher than the original budget. Deficit is planned to be covered by the roll over cash from FY21. Franklin Roberts asks what the roll over cash amount is and Hallie explains that the money is currently wrapped up in the audit process and does not have a firm number at this time until things settle. The timing of the grant payments will impact the ending balance of each period. Hallie shares that ORVA have \$63,000 setting on the books for uncashed ISP checks that are 3 or more years old. And the check within a 3 year total are around \$35,000 that have not been cashed. ISP checks are a very costly process for ORVA and this is not money that ORVA will get to keep it will be will go to the State of Oregon in an unclaimed liabilities account that allow the issued ISP check recipients to claim within 3 years. Jamie Stiles explains that at one of the next meetings they would like to review the ISP process as well as providing a solution for the future.	

<b>Agenda Item:</b> Overview Edited Policies #3	
<b>Discussion:</b> Myk Herndon discusses policies that were covered. The first policy covered drones which would make ORVA responsibility if we purchased a drone that we need to get it registered with the appropriate authorities. The second policy is related to school meals and milk program again that is not something we would engage in. The third process covers the equal opportunity policy and reporting workplace harassment. There were policies around communicable disease and drug and alcohol testing. Those policies will be adopted at the December Board meeting.	

<b>Agenda Item:</b> Board Calendar Report	
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<b>Discussion:</b> Barry Jahn has added the OSBA policies for each month as well as the ISP check discussion for December. As far as the contract renewal ORVA will need to sign a MOU to NB school district by December. Hallie Puncochar has verified the audit report will be ready for the next meeting and she will be presenting the Q1 report next month. The quarterly report will be presented at the February meeting.	
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<b>Agenda Item:</b> AFT/OEU Update	
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<b>Discussion:</b> Barry Jahn shares that the board has their first face to face meeting with Rob Glase on December 9 <sup>th</sup> at 5 pm that was established the other day. The committee will have a planned meeting to establish a base. The strategy moving forward will begin next year.	
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<b>Agenda Item:</b> Executive Director Report	
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<b>Discussion:</b> Jamie Stiles shares the school management updates which include enrollment, attendance and academics, website and marketing, celebrations, and other miscellaneous item. Here is her <a href="#">report</a> . Jamie will have Kari Carter discuss the dual credit program. Kari Carter shares the dual credit at ORVA slides. Here is her <a href="#">presentation</a> . Dual credit courses allow students to earn both HS and community college through Southwestern Oregon Community College. Each course satisfies the HS graduation requirements. The courses are taught by ORVA instructors. Dual credit will transfer to all Oregon public colleges and universities and will transfer to private institutions. ORVA has highly qualified teachers that allow this program to be available to our students. Mrs. Carter shares the courses that are being offered under this program. Kari Carter is the teacher that handles the mathematics courses, Carole Anne Sturrock teaches the English courses, Hallie Puncochar teaches the marketing, and Brad Mannon teaches the CTE dual credit entrepreneurship. Franklin Roberts can relate to these teachers and the dual credits that they are offering to students since he just sat in on a math 111 class and he could feel the excitement with the presentation made by Kari and the dual credit team this evening. Megan Trow is excited to hear about the dual credit program and has had personal experience writing 121, 122 and 123. Mrs. Trow would like to know how students are being enrolled into courses is it placement tests or grade levels? Mrs. Carter explains that every community college does it differently and covid has changed the process as well. Southwestern is based off prior courses that the students have taken and teacher recommendations on how the student performed. Mary Jean Sandall is convinced we are on the right track with this dual credit program and gratifying to see. Hallie Puncochar adds that ORVA is responsible to make sure students are taking courses that will align with their career path.	
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<b>Agenda Item:</b> Consent Agenda Items: Previous Month's Meeting Minutes & Pending Invoices	
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<b>Discussion:</b> Franklin Roberts makes a motion to approve the consent agenda items. Mary Jean Sandall seconds the motion. All in favor none opposed.	
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<b>Agenda Item:</b> Action Items: Board Policy Updates Edited Policies #2	
<b>Discussion:</b> Barry Jahn explains that we will be adopting policies A & B.	
<b>Action:</b> Mary Jean Sandall makes a motion to adopt policies A & B of the edited policies #2. Megan Trow seconds the motion. All in favor none opposed. Motion passes.	

<b>Agenda Item:</b> Action Items: Approve Stimson-SOW-ORVA-Phase2	
<b>Discussion:</b> Barry Jahn explains based upon weekly meeting with the committee and web design team. Andrew Stimson has updated a phase 2 break down of the expenses and services and that document is in the board packet	
<b>Action:</b> Myk Herndon makes a motion to approve the ORVA website phase 2 project as defined by Mr. Stimson. Franklin Roberts seconds the motion. All in favor none opposed. Motion passes.	

<b>Agenda Item:</b> Action Items: Approve edits to student handbook	
<b>Discussion:</b> Mr. Jahn explains that there is a copy of the student handbook in the board packet and the final changes have been made for approval. Jamie Stiles explains that the changes that were made were mostly formatting changes and table of content. Removing Head of School and information regarding K12. The only big change would be solidifying for student retentions and student accelerations as far as skipping grade levels or being held back. Myk Herndon asks Mrs. Stiles if there is a deadline to get this out and Mrs. Stiles explains they want it sent out sooner than later but Mr. Herndon feels that the handbook needs further review before approval. Jamie Stiles will add it to the work session in January for approval.	
<b>Action:</b> No actions made.	

Meeting Adjourned @ 8:35 pm