

**Oregon Virtual Academy  
Work Session Meeting Minutes**

**Date:** 11-9-2021  
**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 @ 6:34 pm

<b>Agenda Item:</b> Approval of Agenda	
<b>Discussion:</b> Jamie Stiles shares the revisions for the student handbook have not been completed so it will not be an action item this evening, but it should be ready by the next regular board meeting.	

<b>Agenda Item:</b> Public Comments	
<b>Discussion:</b> This is a work session, therefore there will be no public comments.	

<b>Agenda Item:</b> Transition to Zoom Webinar	
<b>Discussion:</b> Barry Jahn shares that we will be transitioning from Zoom Meetings to Zoom Webinars moving forward. A small group was able to get together and practice using the webinar settings. Jamie Stiles discusses the differences between a meeting and a webinar. There will no longer be a waiting room for the webinar when the meeting begins it will be a lot like a brick-and-mortar school when you open the doors to the meeting. For participants and panelist there will be a Q&A section that normally Franklin Roberts monitors that will replace chat. Mrs. Stiles did send out an information sheet to staff so they can become more familiar with the Zoom webinar platform. Mr. Jahn shares that this will encourage the public to asks questions that the board may or may not address at the time of the meeting.	

<b>Agenda Item:</b> Discuss/Update Board Calendar	
<b>Discussion:</b> Megan Trow shares that she has reviewed the calendar and has put questions marks next to the items that she was wondering if they were something that we are still currently doing or if they just got moved over from last year's calendar. Steven did the same thing as well for review. Board goals was one of the items Megan was wondering about and Mr. Jahn explains that the board goals are relevant. These goals will be reviewed at the next work session. Myk Herndon and Franklin Roberts agree they should be reviewed. Mrs. Trow asks about the AFT/OEU updates and Mr. Jahn	

explains there are no updates.

**Agenda Item:**

Finance Training w/ CSBM: Module #1 Raj Thakkar

**Discussion:**

Raj Thakkar presents the Financial Workshop Series Session #2 which will cover CUREs 1 & 2 for Causes and Remedies 1 to 10 for Symptoms from Our Fiscal Responsibility Method. Fiscal seCURE will prepare, protect & propel your charter school with responsible financial management. By learning and implementing the fiscal responsibility method including 10 CUREs and 50 remedies to eradicate common causes and symptoms of financial mismanagement which is the #1 reason for charter school closures. Which will help schools stay focused on the learning, social and emotional needs of students, staff, management and board.

**Agenda Item:**

Bill.com report process by Hallie Puncochar

**Discussion:**

Hallie Puncochar shares a slide that outlines the bill.com process as well as our finance teams roles. Hallie Puncochar is the finance manager and oversees the budget, bill approval, releasing payments, reconciling and grant alignments. Trisha Wick is the accounts payable specialist that enters the receivables, payments and ordering and stream line the process through bill.com. Jamie Stiles is the executive director that is in control of the budget and grant planning, new initiatives/projects and spending approvals. All outside vendors can email invoices to the [orvayables@bill.com](mailto:orvayables@bill.com) and then payment can be issued. With invoices over \$10,000 Mrs. Stiles will be the second approver. Bill.com automatically feeds into QuickBooks which streamlines the process. Paypal will only be used for special circumstances approved by our executive director. Barry Jahn asks for examples that address the board members directly such as travel expenses, purchasing flowers for a staff member, etc. Mrs. Puncochar explains that when a reimbursement needs to happen a board member will need to fill out an expense report and send it to the accounts payable specialist as well as cc'ing her on it as well and that will be processed through bill.com and payment will be issued.

**Agenda Item:**

Board PD (Governance vs Management)

**Discussion:**

Franklin Roberts wanted to share what the plan is moving forward so at the next four work session they will be focusing in on Government and Management. Megan Trow and Mr. Franklin will start with an introduction. Session 1 will cover distinguishing the difference between governance and management. Session 2 will be discussing the modes and will be more informational. Session 3 will cover the functional chart. Session 4 will focus on looking at models and having discussion, prompts and scenarios. Determining whether it is a management thing or governance thing. Megan Trow gives her analogy between governance and management and explains what that means as a board being able to determine what management things the admin team should be responsible or accountable for and the governance is what the board should be held accountable for in their role. Myk Herndon feels the difference is that as board they kind of need to get into the management side of things when it comes to the nuts and bolts such as finance since he has invested so much time. Mary Jean explains that she agrees with Myk since the board is responsible for oversight and management is responsible for execution. Franklin Roberts explains why it is important to determine a difference between governance and management. Mr. Roberts also explains the difference with a virtual charter school as it moves into a

self-managed school. The board feels that there is messiness in the transition but once we reach full transition ORVA will attain a high functional state. Some see this transition as a learning experience. The board will continue to work with administrators who are charged with the success of ORVA while listening to the needs and concerns, responding with respect, recognizing the range of talents of the staff and administration and providing steady vision of fiduciary responsibilities. Mary Jean Sandall feels that this is an opportunity to see the growth with Jamie Stiles and her staff and the wisdom that can come from it. Myk Herndon shares a policy from the OSBA policy. Mr. Robert reiterates how important collaboration will be moving forward. Megan Trow expresses breath and depth of experience is important and would like to Thank everyone for their feedback and allowing her voice to be heard. Steven Isaacs emphasizes on the collaboration and communication piece as well and feels that the board has grown together and they are there for ORVA full heartedly.

<b>Agenda Item:</b> Second Reading (Policies #2) Updates from OSBA	
<b>Discussion:</b> Myk Herndon shares an overview of policies #2 that are up for adoption. There are 8 documents basically directed into 5 policies with 3 that are associated with procedures dealing with non-discrimination, all students belong, board members standards and conduct, reporting for suspected abuse of a child, law regarding executive sessions and policies regarding minutes for the board meeting. That is the summary of part two of the policies. Part 3 will be ready at the next work session. All the policies pretty much remained the same but the all students belong policy had some updates.	

<b>Agenda Item:</b> Executive Director Topics	
<b>Discussion:</b> Jamie Stiles explains that she is respecting the boards work sessions and won't be having PowerPoint presentations she will just be providing more informational topics for the board at these types of meetings. Mrs. Stiles shares that she has spoken with Kevin Bogatin with the NB school district. While talking with Myk Herndon as well Mrs. Stiles feels that working through the collective bargaining it'd be in the best interest to delay the charter renewal process since one has implications for the other and when talking to Mr. Bogatin he was on board with the delay since we have already went through a big transition already. This would mean that we would need to sign a MOU to change are charter renewal date from January to June and move the renewal date by one whole calendar year so we would move the process to the Fall and that's what Kevin agreed to do. What that means is everything will stay in place for one more school year. Myk Herndon clarifies that the current charter has a provision in it until it is replaced this is the one in affect. Mary Jean Sandall is very supportive of delaying the charter thus allowing us the time we need with the negotiations and the renewal. Her one concerns is regarding the MOU would be that there are informative assessments from the last charter and there will be two years without state testing so that's needs to be acknowledged in the MOU. Barry Jahn feels that we are finally rebuilding a relationship with the NB school districts and that is something that has been lacking in the past. Kevin Bogatin is going to follow up with Kristin to verify if there is anything else that needs to be done at this time and once he hears back from her he will report back. Jamie shares that she spoke with Kimberly DeGifis our assessment coordinator for testing and she found out that there a potential remote testing option for state assessments which is exciting not only would it cut down on cost but the hardship of trying to find locations that would allow testing considering the pandemic. Jamie predicts that this will boost the participation rate which has lacked in previous testing years. No action needs to be taken at this time but Jamie just wanted to put it on the boards radar. Myk Herndon asked if this will be a permanent thing or temporary due to	

the pandemic? Jamie responds that it looks like they are realizing that this is potential a good option to provide moving forward with testing long term. They even discussed a virtual testing option as well for ELPA testing. Jamie does explain that there will be some sites in the metro area for in person testing for students that would rather test in person or need special accommodations. Jamie will update as she receives more information from the state.

<b>Agenda Item:</b> Actions Items	
<b>Discussion:</b> No actions items for this work session	
<b>Action:</b> None	

Meeting Adjourned @ 8:37 pm