

**Oregon Virtual Academy  
Work Session Board Meeting Minutes**

**Date:** 12/14/21  
**Note Taker:** Nicolle Hansen

**Participants:**

Voting Board Member: Barry Jahn, Myk Herndon, Paul Tannahill, 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 at 6:33 PM

<b>Agenda Item:</b> Approval of Agenda	
<b>Discussion:</b> Barry discussed possible cancellation for Regular Board Meeting on 12/28/2021	

<b>Agenda Item:</b> Public Comments	
<b>Discussion:</b> No public comments during Work Sessions.	

<b>Agenda Item:</b> Financial Training w/ CSBM: Module #2	
<b>Discussion:</b> Raj Thakkar presents Financial Workshop Series Session #3: CUREs 3 & 4 for Causes and Remedies 11 to 20 for Symptoms from Our Fiscal Responsibility Method. Touched on upcoming book Fiscally SeCURE: Prepare, Protect, & Propel your Charter School with Responsible Financial Management. Went over quick recap of Foundational, Yesterday, Today, and Tomorrow. Foundation: Establish & Evolve Roles, Responsibilities, Policies & Procedures. Yesterday: Set up & maintain your accounting infrastructure; Process payroll precise & promptly; Ace the audit. Today: Build reality-based budgets; Prepare & analyze vital financial reports, forecasts & metrics. Tomorrow: Scale strategically; Mitigate risk proactively; Execute effectively. Raj covers Process payroll precisely & promptly and Ace the audit. Cause 3: Disrespecting your workforce by processing payroll late or inaccurately. Cure 3: Process payroll precisely and promptly: respect your workforce's efforts Symptom 11: Payroll software is inadequate, no one knows how to fully use it, or payroll vendor doesn't provide consistent guidance. Remedy 11: Carefully select, implement, and professionally develop users on payroll software & learn how to get payroll questions answers. Symptom 12: Gross pay & deductions are entered directly into payroll software with nothing to compare against. Remedy 12: Capture gross pay & deductions for all staff in a spreadsheet prior to transferring into payroll software. Symptom 13: Misclassified workers leading to W-2s & 1099s that are processed late, incorrectly, or not at all. Remedy 13: Classify workers correctly as W-2 (exempt or nonexempt) employees or 1099 independent contractors that enable processing of W-2s	

& 1099s precisely & promptly.  
 Symptom 14: No rhyme or reason with remuneration. Remedy 14: Create & maintain a competitive compensation scale for all employees.  
 Symptom 15: Reactive payroll and/or HR policies and procedures are implemented only as needed. Remedy 15: Develop and maintain payroll/HR policies and procedures proactively.  
 Cause 4: Displaying how badly your financial house is out of order by flunking the audit.  
 Cure 4: Ace the audit: demonstrate your financial house is in order.  
 Symptom 16: Not comprehending auditors' seemingly endless requests. Remedy 16: Fully understand what auditors ask for and why.  
 Symptom 17: Dealing with the audit only after the fiscal year is over. Remedy 17: Prepare for the audit throughout the fiscal year.  
 Symptom 18: Not understanding or not being transparent with the audit results. Remedy 18: Be fluent in and fully transparent with audit results.  
 Symptom 19: Dropping the ball on improvements post-audit. Remedy 19: Follow through on all written and verbal improvements post-audit.  
 Symptom 20: Believing an unqualified audit opinion is the only goal. Remedy 20: Recognize that an unqualified audit is helpful but does not necessarily indicate healthy finances.  
 Goals of financial workshops: Increase your Responsible Financial Management-Intelligence Quotient (RFM-IQ); Prevent your school from being closed due to financial mismanagement, the #1 reason for charter school closures; Empower your Board & Management Team to understand & practice responsible financial management as well as make informed decisions to support students & staff.

<p><b>Agenda Item:</b> Discuss/update Board Calendar</p>	
<p><b>Discussion:</b>          Annual Report and Academic Report to NB postponed until January/February – Admin team will present report to Board.          Barry mentioned Board Goals; Board Goals Committee to meet prior to Board Meeting in January to decide what's next, what is relevant/not relevant, and how they would like to move forward.          CSBM budget forecasting moved to January 2022.          Jamie discussed reviewing ISP check procedure for students and families. Starting the 22-23 school year, implement new process offering Kajeet devices to student who need internet access rather than mailing ISP checks out at end of semester.          Audit Report approval moved to January.          Staff Climate Survey moved to February.          ORVA Board to go over Board Self-Evaluation Report as a group during January work session.          Myk and Hallie to go over ORVA budget and December financial report in January.          Barry asked Jamie if we have an estimate of early grads, Jamie stated there are 29 mid-year graduates, 12 for sure. Grades are pending.</p>	

<p><b>Agenda Item:</b> Administrator Evaluation System Update</p>	
<p><b>Discussion:</b>          Jamie: All administrators will be evaluated in-house; New &amp; improved admin evaluation system. In past practices, K12 used to evaluate some admin, &amp; others who were Board employed didn't go through any formal eval process; Emphasized importance of having opportunities for reflection, accountability and expectations of staff and ourselves, and to have goals and high expectations to ensure we are always moving forward for student achievement and success.</p>	

<b>Agenda Item:</b> Staff Spotlight: Student Activities	
<b>Discussion:</b> Ashley Ptaszynski <u>presents</u> updates on activities & upcoming events: Orventures, Turkey Trot, assemblies. All School Spring Family Events: for the Read-a-Thon in March and Jog-a-Thon in May, time reading/time exercised, and donations will be tracked through an established website to raise money for Child-Centered Solutions, an Oregon-based organization dedicated to protecting children involved in high-conflict situations.	

<b>Agenda Item:</b> Student Handbook	
<b>Discussion:</b> MJ discusses observations regarding handbook revisions, including ease of access to school contacts, 10 habits for success for students and expectations for LCs, bullying & harassment reporting, change of essential skills, the handbook is positive, supportive & informational. MJ recommends the student handbook be adopted. MJ, Barry & Steven talk about NCAA and would like to push for further discussion to have approval for ORVA participation.	
<b>Action:</b> MJ makes motion to approve the student handbook. Franklin seconds this motion. All in favor, none opposed. Motion passes.	

<b>Agenda Item:</b> Spencer's Proposal	
<b>Discussion:</b> Barry goes over proposal, marketing and wanting more advertising on Google and Google My Business SEO Organization, with an expense. Myk recommends Spencer's proposal and approving expense for Google Business Organization.	
<b>Action:</b> Myk makes a motion to approve a certain amount of funds for Spencer to improve our Google presence and ownership of our name on the web. Paul seconds this. All in favor, none opposed. Motion passed.	

<b>Agenda Item:</b> First Reading (Policies #3) – Board Policy Updates from OSBA	
<b>Discussion:</b> Myk talks about OSBA Model Charter School Sample Policies documents: Use of drones in education, must be registered with appropriate authorities; Reimbursable school meals programs; Equal employment opportunity; Workplace harassment and reporting & procedure; Communicable diseases; Drug & alcohol testing-transportation personnel.	
<b>Action:</b> Franklin motions approval of policy group 3. MJ seconds. All in favor, none opposed.	

Meeting Adjourned @ 8:08 PM