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## OREGON VIRTUAL ACADEMY

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

April 16, 2019 @ 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>  
[Meeting Recording](#)

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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 AGENDA**

**BOARD OF DIRECTORS  
OREGON VIRTUAL ACADEMY**

**Tuesday, April 16<sup>th</sup>, 2019**

**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 6:30 P.M.

**B. Roll Call**

| Member                 | Title         | Term      | Present | Absent | In    | Out |
|------------------------|---------------|-----------|---------|--------|-------|-----|
| Mr. Paul Tannahill     | Member        | 2015-2018 | X       |        |       |     |
| Mr. Michael Herndon    | Treasurer     | 2015-2018 | X       |        |       |     |
| Vacant                 | Member        | 2016-2019 |         |        |       |     |
| Mr. Steven Isaacs      | Member        | 2016-2019 | X       |        |       |     |
| Mr. Brian Bray         | Chairman      | 2016-2019 | X       |        |       |     |
| Mr. Barry Jahn         | Vice Chairman | 2017-2020 | X       |        |       |     |
| Mr. Bryan Hatzenbihler | Member        | 2017-2020 |         |        | @6:50 |     |

**II. COMMUNICATIONS**

**A. PUBLIC COMMENTS:**

*There were no comments from the public.*

**B. BOARD/STAFF DISCUSSION**

1. School Informational Reports

- a. School Metrics/Historical Reports: [ORVA Metrics](#)—Steve Werlein, HOS
- b. School Leadership Report: Steve Werlein, HOS/ORVA Administration and staff.
- c. Health Insurance Updates: C. Perrette, HR Coordinator/S. Werlein, HOS.

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

2. Board of Directors Discussion:

- a. Project Tracking Updates – B. Jahn, Board Vice-Chair

*Mr. Jahn reviews the project tracking table and asks for updates on tasks.*

*Ms. DeWolfe and Mr. Werlein gave updates on Measure 98.*

*Mr. Bray suggests setting up a HOS committee to continue work and allow board input with high school success planning.*

*Mr. Isaacs gave an update on the HOS/K12 evaluation project.*

b. Committee Updates

- i) Finance Committee – M. Herndon, Board Treasurer

*Mr. Herndon gave an overview of the new accounting structure. The 2019-2020 budget will be produced with the new accounting structure, along with all reporting for next year. Will Lewis will need to attend to show the board how to read the new reports.*

*Issues were brought to K12 related to the 18-19 budget related to the hold harmless funding. K12 was positive and offered to share the deficit, similar to balanced budget credits but will be called something else. We may receive hold harmless funding from the state and North Bend School District.*

*The 2019-2020 Budget committee consists of Mr. Herndon and Mr. Jahn, as no one else has reached out with interest in involvement. Still open to more involvement from other parties. If 3 board members*

*attend, a quorum will be present and will need to meet public meeting laws.  
Need to get a budget to NBSD by June 30<sup>th</sup>.*

ii) The ORVA Town Hall – B. Jahn, Board Vice-Chair/S. Werlein, HOS  
*Mr. Webber gave an update on the ORVA mission statement. Took the statement to staff for review.*

iii) Professional Services Committee – B. Bray, Board Chair  
*Mr. Bray reports that he was unable to obtain a consultant for CTE. Rob Hess is highly qualified and has formed a group who works with small districts with CTE offerings.*

iv) Policy Committee – M. Herndon, Board Treasurer  
*Mr. Herndon shares that the policies are completed and have been edited and shared on the ORVA board site. Recommending a blanket adoption so that OSBA can review for accuracy and will give all policy updates. We have a goal to have all policies updated and adopted in the June board meeting.*

3. Finance Reports:

- a. Review of Financial Packet (through March 2019) - M. Herndon, Board Treasurer and C. Chun-Hoon, Finance Director (to follow)

*Mr. Chun-Hoon gives an overview of the financial packet through March. See full report [here](#).  
\*Noted that the draft budget presented for approval is a draft and first pass, so that it can be submitted to North Bend School District.*

- b. Credit Card Charges (through March 2019) - M. Caldwell, Office Manager

### **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. March 19<sup>th</sup>, 2019
2. K12 Invoice Payment
3. Separations
  - a. Macy Holmes, Family Resource Coordinator

*Mr. Hatzenbichler has moved to approve the consent agenda. Mr. Bray seconded the motion. All were in favor with none opposed. The motion carried.*

**IV. ACTION ITEMS**

**A. IV-BDRPT-01\_4-16-19**

Discussion and possible action on remaining Board Policy Updates

| <b>Member</b>          | <b>Motion</b> | <b>Aye</b>     | <b>No</b>         | <b>Abstain</b> | <b>Absent</b> |
|------------------------|---------------|----------------|-------------------|----------------|---------------|
| Mr. Paul Tannahill     |               |                |                   |                |               |
| Mr. Michael Herndon    |               |                |                   |                |               |
| Vacant                 |               |                |                   |                |               |
| Mr. Steven Isaacs      |               |                |                   |                |               |
| Mr. Brian Bray         |               |                |                   |                |               |
| Mr. Barry Jahn         |               |                |                   |                |               |
| Mr. Bryan Hatzenbihler |               |                |                   |                |               |
| Motion                 | Carried ()    | Not Carried () | Vote, (A) (N)(Ab) | Tabled ()      |               |

*No action was taken.*

**B. IV-BDRPT-02\_4-16-19**

Discussion and possible action on 2019-2020 School Calendar

| <b>Member</b>          | <b>Motion</b> | <b>Aye</b>     | <b>No</b>         | <b>Abstain</b> | <b>Absent</b> |
|------------------------|---------------|----------------|-------------------|----------------|---------------|
| Mr. Paul Tannahill     | <b>X</b>      |                |                   |                |               |
| Mr. Michael Herndon    |               | <b>X</b>       |                   |                |               |
| Vacant                 |               |                |                   |                |               |
| Mr. Steven Isaacs      |               | <b>X</b>       |                   |                |               |
| Mr. Brian Bray         |               | <b>X</b>       |                   |                |               |
| Mr. Barry Jahn         |               | <b>X</b>       |                   |                |               |
| Mr. Bryan Hatzenbihler |               | <b>X</b>       |                   |                |               |
| Motion                 | Carried (X)   | Not Carried () | Vote, (A) (N)(Ab) | Tabled ()      |               |

*Ms. Martin shares that the staff feedback she received was positive. She requested input from staff for changes and nothing was sent. All comments were positive. “on-call” was used incase staff were needed for families.*

*Mr. Tannahill moved to approve the 2019-2020 school Calendar. All were in favor with none opposed. The motion carried.*

**C. IV-BDRPT-03\_4-16-19**

Discussion and possible action on 2019-2020 Draft Budget

| <b>Member</b>          | <b>Motion</b>  | <b>Aye</b>     | <b>No</b>         | <b>Abstain</b> | <b>Absent</b> |
|------------------------|----------------|----------------|-------------------|----------------|---------------|
| Mr. Paul Tannahill     | <b>X</b>       | <b>X</b>       |                   |                |               |
| Mr. Michael Herndon    |                | <b>X</b>       |                   |                |               |
| Vacant                 |                |                |                   |                |               |
| Mr. Steven Isaacs      |                | <b>X</b>       |                   |                |               |
| Mr. Brian Bray         |                | <b>X</b>       |                   |                |               |
| Mr. Barry Jahn         | <b>2nd</b>     | <b>X</b>       |                   |                |               |
| Mr. Bryan Hatzenbihler |                | <b>X</b>       |                   |                |               |
| Motion                 | Carried<br>(X) | Not Carried () | Vote, (A) (N)(Ab) | Tabled ()      |               |

*Mr. Herndon moved to approve the 2019-2020 draft budget to submit to North Bend School District.  
Mr. Jahn seconded the motion. All were in favor with none opposed.*

**V. ADJOURNMENT**

The meeting was adjourned at 10:03 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 April 12<sup>th</sup>, 2019