

**Oregon Virtual Academy
Regular Board Meeting Minutes**

Date: 7/27/2021
Note Taker: Trisha Wick

Participants:

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

ORVA Academic Team Members: Jamie Stiles, Kerry Foley, Chelsea Gill, Ashley Smithey, Melinda Kramer, Stephanie Martin

K12 Regional Team:

Call to Order @ 6:31 pm

[Meeting Recording](#)

Agenda Item: Public Comments	
Discussion: Marcy Tell requests to speak about the upcoming ORVA F2F in August. ORVA staff was surveyed at the end of May or early June and now with Covid and the Delta variant many OEU members have many concerns about the gathering. Originally everyone was excited to see one another in person but as the date gets closer many are feeling anxiety about the potential health risk and would like this event to be outlined with precautionary protocol.	

Agenda Item: Finance Report	
Discussion: Paco Burke shares finance report and this will be his last official presentation for Oregon Virtual Academy of course he will be helping and assisting with the transition for the audit from the previous school year. Myk Herndon Thanks Mr. Burke for his services during the transition and especially with his presentations. Jamie Stiles questions whether the \$745,986 is an invoice that the board would be approving. Mr. Burke is not going to request that invoice to be approved at this time. Elyse Hansen discusses what the plan is to spend the rest of the HSS funds. A majority will be used for Summer School (\$71,000) which will leave very little left over. Barry Jahn confirms with Myk Herndon that moving forward Myk and Christopher Daniels with CSBM will be conducting the finance reports moving forward in August.	

Agenda Item: Executive Director Report	
Discussion: Jamie Stiles shares her Executive Director report and enrollment has been adjusting and does not feel there is a need for concern since many families are still trying to decide considering the pandemic and comprehensive learning. Stiles shares the transition report with the website and the phase I content has been received and being reviewed. The goal is to launch it by next week and have it up and running. Mrs. Stiles discussed that Hiring/Staffing job posts have been created and converted over to Talent Ed and School Spring as well. Jamie shares information about August F2F and that she has reached out to Salem Convention Center to discuss covid protocols and the timeline they would need if we do need to cancel since safety is the top priority. Mrs. Stiles also discusses the Board Retreat which is tentatively scheduled for August	

23rd prior to the staff coming together for the F2F. Jamie asks The Board if they would like to gather prior and have a half day meeting or what they had in mind. Barry Jahn explains they have not had a chance to discuss this. The Board will discuss the retreat date and back to Mrs. Stiles by the beginning of next week. Jamie shares the SST Differentiated Advisor Support Model and asks Mindy Kramer to share information about the model here. Mr. Herndon asks Mindy what it would entail to move 150 caseloads to 200. Mrs. Kramer explains she would need an additional advisor. Steven Isaacs asks Mindy if she could possibly send him some information on what she is doing with the learning coaches regarding the processes and what she is doing about helping the learning coaches. Mindy will get information to Mr. Isaacs. Next on Jamie's report is the Administrators Evaluation System since she wants to make sure there is that accountability and guidance and that the administrators will have smart goals and growth goals for their program so Chelsea Gill and Leanne Moll will share a presentation. Mrs. Gill shares that ORVA has always had a way to evaluate the teachers but there hasn't been anything in place to evaluate the administrators. Leanne Moll discusses an ORVA administrator's handbook that would provide structure and clarity regarding expectations and ongoing frequent feedback. Mrs. Gill explains what this can look like by a Review Year with self-assessments at the beginning and end of the year. Each administrator will set professional growth goals, student learning goals and have professional growth conferences as well as multiple observation and opportunities to provide artifacts to support their goals. During the evaluation cycle administrators will benefit from targeted conversations with the HOS and will be provided with opportunities for growth and analysis of their professional practice and if needed a probationary period for the first three years that and administrators is at ORVA. As far as administrators on a Non-Review Year administrators do not participate in observations or provide artifacts. They do have self-evaluations and do meet with the HOS in the middle of the year as well as an end of the year conference. Leanne Moll outlines what the standards will look like based on national standards around student eccentrics. Mrs. Gill shares that part of the handbook and what the administrators will required to submit to the head of school will be student learning and growth goals scoring rubric. Chelsea Gill asks if any Board members have any questions or comments. Franklin Roberts asks how many direct reports does Jamie have that will fall under this and are there any administrators that answer to someone other than Jamie that would fall under this administrator's handbook self-assessment? Mrs. Gill replies all member on the leadership team would all be evaluated and fall under Jamie Stiles (6 reports). Kerry foley does have an Assistant Principal so she would act in the form of Jamie for those evaluations for her Assistant Principal. Barry Jahn was impressed with the presentations and feels it will work well for ORVA and all systems that have been developed for us to be an independent school are in place. MJ Sandall asked Mrs. Gill if all six will begin on the same cycle starting this year for evaluation and Mrs. Gill replied that Is not something that has yet been discussed with Jamie and Jamie can be the one to make the choice who she wants to focus on. There will be changes just trying to adapt and evolve but is something that is needed. Mr. Herndon was wondering what the Boards part would be in this and like Jamie explained it will most likely come to the evaluation of salary placement. Mr. Herndon excited to see that this community-based education possible in a virtual environment.

David Spitzer speaks about awaiting a quote from Dell since they need to make sure to have a server that can be shipped out to ORVA. Mr. discussed the network update that has taken place with the sonic wall that will support the office as well as working on getting a quote to upgrade the band with from 25 mbps to be increased dramatically so when the multiple people at the office work virtually they will not experience lag or dropped meetings. Mr. Spitzer says that they are awaiting a couple addresses, but all computers are out and ahead of schedule. Student machines are already in his office and they are already working on them for next year. Microsoft licensing has been finalized for the upcoming teachers. Mr. Spitzer explains that he was able to get the licenses for under wholesale costs and for every faculty that we

have signed up we get 40 free student licenses. We will have licenses available for Adobe not just for teachers but students as well. As far as the project at the office they are trying to make the rack currently at the office more efficient, less power hungry and nimbler so that if a move is needed it'll be easier to move and will be upgraded to server 2019 which will meet FERPA regulations. Mr. Jahn asks what the process would be to move the ORVA board domain over to the other server? Mr. Spitzer explains that if they want to integrate that into the new Microsoft system then he would need a change over of emails as well as possibly using sky hook to see what the infrastructures are and make the transfer. Mr. Jahn will be in contact with Mr. Spitzer. Mr. Franklin would like to know about the new server that will be in the office and what services will that provide? Mr. Spitzer explains the current server provides domain services running an out-of-date directory. Mr. Spitzer hopes to report back with better Dell pricing at the next meeting.

Agenda Item: Consent Agenda Items	
Discussion: K12 Invoice payment will be scratched so the board will be approving Meeting Minutes, Employee Travel and Expense Policy with a few revisions that have been made on meals and title from HOS to ED and SY 21-22 Calendar with the revision to recognize the new federal holiday Junetenth.	
Action: Franklin Roberts makes a motion to pass the consent agenda items. Myk Herndon seconds the motion. Motion passes all in favor none opposed.	

Agenda Item: Action Items	
Discussion: Student Out of State Travel Policy which states student are to remain within state.	
Action: MJ Sandall would like to make a motion to approve the Student Out of State Policy. Franklin Roberts seconds the motion. Motion passes all in favor none opposed.	

Agenda Item: Action Items	
Discussion: ORVA Administrators Evaluation System	
Action: MJ Sandall would like to make a motion to approve the ORVA Administrators Evaluation System. Myk Herndon seconds the motion. Motion passes all in favor none opposed.	

Agenda Item: Action Items	
Discussion: ORVA Office Server Upgrade (Spitzer Tech). Barry Jahn explains this action item will be skipped until we get updated prices.	
Action: No motion made	

Agenda Item: Action Items	
Discussion: Review and Approve List of Required Documents for Student Enrollment SY 21-22. Jamie Stiles explains that they are the documents needed for students pending to be approved. Last year it was changed to only need a letter of intent however not collecting other essential documents that was not beneficial for the students.	
Action: Myk Herndon would like to make a motion to approve the List of Required Documents for Student Enrollment SY 21-22. Franklin Roberts seconds the motion. Motion passes all in favor none opposed.	

Meeting Adjourned @ 8:14 pm