

**Oregon Virtual Academy
Work Session Meeting Minutes**

Date: 1-11-22
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 6:41 PM

Agenda Item: Approval of Agenda	
Discussion: Agenda is approved. Barry asks if the board has a first reading for Policy 4, Myk says that can be added to the next meeting. Barry briefly talks about an action item for the office space in NB; asks if it should be a board topic to discuss ahead of time, or to wait and have the discussion before making a motion.	

Agenda Item: Public Comments	
Discussion: No public comments during Work Sessions.	

Agenda Item: David Spitzer – Update on Data Transfer	
Discussion: David talks about the SharePoint data transfer project and where Spitzer Tech is at with that. Showing teachers and staff how to use the new SharePoint will begin after spring break. An audit of the current data in place still needs to be finished, as well as a visual audit to be sure that everything on the new site looks like the old one. SpitzerTech requests an increase in hours to be able to complete the data transfer. Due to issues of not having access to the needed data, the first 20 hours of the estimated 80 hours consisted of phone calls, emails & zoom conferences with Stride. Therefore, increasing the original 80 hours to 100 hours would make up for those 20 hours – David explains that whenever SpitzerTech approaches the 10% margin on a job estimation, they stop work and wait for additional approval before continuing. In turn, if they must go over their allotted time, then it is an approved expenditure.	

Agenda Item: November Finance Report (Hallie & Chris)	
Discussion: Hallie shares the balance sheets for Financials and talks to the board about consolidating exactly what is discussed regarding financials during meetings. Hallie talks about November financial results, Budget vs. Forecast, Balance sheets & cash productions, and Restricted funds.	

Agenda Item: Board PD (Governance vs Management)	
Discussion: Franklin and Megan discuss the Board Development Training Packet . Megan addresses four questions that are in the book <i>Governing for Greatness</i> . Barry and Myk discuss the transitions ORVA has experienced and touches on past practices. Barry explains that ORVA administrators were previously employed by K12 and because of this, it was difficult to determine which route staff needed to take to navigate through proper channels (i.e., processes and procedures). Now that ORVA is self-managed, there is more structure and support for all staff, and protocols can be better streamlined. MJ gives presentation about the 4 models of governance: operational – primary focus is filling gaps & providing resources; managerial – management of operations; traditional – governance of the organization; policy – the board is solely responsible for describing and fulfilling its own job. A high integrity governance model plus the discipline to stick to it are necessary ingredients for governance excellence.	

Agenda Item: First Reading for Policies	
Discussion: The Board will have an action item on policies 3 E & G and do a first reading of policy 4 at the regular board meeting on January 25 th .	

Agenda Item: AFT/OEU update	
Discussion: No new information other than prepping for one meeting in January and one meeting in February.	

Agenda Item: Board Calendar	
Discussion: Barry discusses the charter renewal being extended to February 2023. The North Bend School Board has a list of things they'd like us to prep for – they're asking us for stuff to give back to them related to deciding on continuing our charter renewal. Barry, Myk and MJ will have a planning meeting to start gathering background info in February. Barry states that the ED Evaluation that was put together based on OSBA standards needs to be revisited – is it still approvable by the board and is there anything that needs to be edited?	

Agenda Item: Consent Agenda Items	
Discussion: Pending invoices Staffing Updates	
Action: Franklin makes a motion to approve the consent agenda items. Megan seconds. All in favor, none opposed. Motion passes.	

Agenda Item: Additional hours for SpitzerTech	
Discussion:	
Action: Steven makes a motion for additional hours for SpitzerTech, Paul seconds the motion. All in favor with none opposed. Motion passes.	

Agenda Item: Proposal for North Bend Office Space	
Discussion: The proposal for new office space included in the packet lists additional costs and floor plan. Moving costs will be discussed at the next board meeting with a separate motion.	
Action: Myk makes a motion to authorize Jamie and Stephanie to procure the additional office space. MJ seconds. All are in favor, none opposed. Motion passed.	

Work Session Adjourned at 8:28 PM