

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

**Date:** 10-12-21  
**Note Taker:** Trisha Wick

**Participants:**

Voting Board Member: Barry Jahn, Myk Herndon, Franklin Roberts, Megan Trow, Steven Isaacs & Paul Tannahill

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 @ 6:32 pm

<b>Agenda Item:</b> Approval of Agenda	
<b>Discussion:</b> No changes were made	

<b>Agenda Item:</b> Discuss/Update Board Calendar	
<b>Discussion:</b> Barry Jahn recommends copying the CSBM Finance Training over to the November under Board Development and Deliverables for renewal of charter under ORVA Legal Documents. Biggs Insurance and Staff Climate Survey will discussed at the Regular Board Meeting at the end of the month.	

<b>Agenda Item:</b> Data Migration Update (STRIDE to ORVA)	
<b>Discussion:</b> Barry Jahn explains that the data migration has made significant progress last week and the Board met with Matt, STRIDE & David Spitzer which was nice since Mr. Jahn was a able to tell them specifically what ORVA needed for student records so we could begin reports etc. so progress is being made. Jamie Stiles commends David and his Team. Mr. Jahn also commends David and his Team as well and feels fortunate to have his support.	

<b>Agenda Item:</b> First Reading – Board Policy Updates from OSBA	
<b>Discussion:</b> Myk Herndon gives an overview of the policies. The first policy talks about non-discrimination and the follow along with that is an administrative requirement to outline the discrimination procedure. The next pair of policies deal with All Students Belong which is a policy related to equity and providing equity for students, staff and visitors allowing everyone to be treated with respect and be given an equal opportunity to succeed. Those were the four A Policies. The four B Policies deal with Board Members standard of conduct and our responsibilities as mandatory reporters of any suspected abuse of a child. There is also a policy relating to Executive Sessions and Board Meeting Minutes. Barry Jahn asks how long has it been since these policies have been updated? Mr. Herndon responds that it was back in 2018-2019. Barry Jahn	

explains that most of these policies are OSBA policies that relate to state law so it's just a matter of compliance. These policies will be adopted at the next board meeting. Mr. Herndon also provided CSBM with a copy of the fiscal managements policies which are in section D but are not being changed but will be addressed early next year. Mr. Jahn asks what do those policies impact and Mr. Herndon responds with things' like Board Meetings and the Board Members pay and how we invest funds.

<b>Agenda Item:</b> Update Process for Public Comments at Regular Board Meetings	
<b>Discussion:</b> Barry Jahn explains that the work sessions will no longer have public comments, but the regular board meetings will be open to public comment. Jamie shares a PDF outlining OSBA Best Practices. The intention is to honor everyone's time so when speakers want to speak, they can guarantee a spot to make a public comment which will add structure. It will all be up to the Boards discretion whether they allow more time for public comments or not. Mr. Jahn clarifies that moving forward there will be a sign-up sheet/form that one could complete providing their name and subject prior to the next regular board meeting if they would like to make a public comment. Myk Herndon recommends adding this change to the policy library as well and Barry Jahn agrees.	

<b>Agenda Item:</b> Executive Director Topics	
<b>Discussion:</b> Jamie Stiles shares that the ISP Checks have been mailed. Mrs. Stiles apologizes to all staff for the delay. It highlighted that we needed cross training of essential functions of the school since in the past we had one person that took care of the ISP checks so we had to figure who to email and what account to use etc. Mrs. Stiles apologizes that it was frustration for many staff members. Jamie Stiles shares that she is still working on the sick leave roll over and she does not know it's taking Insperity so long. Sherri Wheeler & Hallie Puncochar have been in contact with them as well to get a timeline with an update but have not heard anything new. Mr. Jahn questions whether the problem that we are trying to resolve with Insperity sick leave roll over a change in policy or is it glitch that we are trying to fix but there is no change. Jamie Stiles says it's both. When ORVA became a self-managed school, we became a part of the middle market which aligned us with a new group of people so that was the first hurdle. The second hold up was the state suggests 80 hrs. is the max amount of sick leave and all employees start with 80 hrs. so they thought it was a moot point to roll over that time since employees were receiving the max amount at the beginning of each school year. However, Nich Sutherland had worked with the Board to have that 40 hr. roll over since it was important to the staff and that was one of his big initiatives. And that item made it into the handbook. Hallie Puncochar will be working with Insperity to get some movement. The Charter renewal update and general timeline was updated during the meeting while discussing the Board Calendar earlier on the agenda. Jamie Stiles informs the Board that there will be a public hearing initiated by NBSD which will entail some reporting from the leadership team and staff/student/parent testimony. Since the MOU was signed ORVA will be back on track with other schools. Myk Herndon feels that there needs to be discretion on terms of the charter until we are ready to do that. Barry Jahn agrees but understands that Jamie needs to be in the loop, so we have clear communication between both parties involved. Jamie Stiles discusses reviewing the staff handbook section regarding communications guidelines and acceptable use policy since ORVA staff will be moving over to the Zoom phones and staff would like to put the app on their personal device but wants a clear distinction that staff will not be putting email or student related information on their personal devices. The Zoom app would allow a doorway so staff	

can access voicemail from the cloud-based system. That is why the adjustment would need to be made. Myk Herndon states that we may need to talk to Matt Lowe about these changes. Mr. Herndon says the staff handbook is basically a reiteration of board policy. The Board will need to make sure the Board policy reflects what will be in the handbook. Then it will need to be decided if it legal to that and that's why this may need to be ran by Matt and council. Jamie Stiles would like to move forward to put the staff edits in the handbook so ORVA can move forward with the Zoom phones. So the handbook can be sent out to staff so signatures can be collected acknowledging the handbook has been reviewed by each employee.

Jamie Stiles shares with the Board that we are down to 6 staff members that we are awaiting their vaccination status or approved exemptions. Barry, Sherri and Jamie plan to meet to go over the final numbers on Thursday. Mr. Jahn wants the staff to know that everyone is valued and will reach a common resolution.

Meeting Adjourned @ 7:25 pm