

**Oregon Virtual Academy
Regular Board Meeting Minutes**

Date: 10-26-2021
Note Taker: Trisha Wick

Participants:

Voting Board Member: Barry Jahn, Myk Herndon, 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 @ 6:32 pm

Agenda Item: Approval of Agenda	
Discussion: Barry Jahn explains that with Paul Tannahill' s absence the Board needs a secretary especially since the Board is close to opening up a new bank account for the school and signatures will be needed. Mr. Jahn spoke with Megan Trow about filling in for the secretary position and Mrs. Trow would be willing take that role in a temporary position as long as she was provided proper training. Mr. Jahn asks Myk Herndon what the process would be to have Megan take on the temporary role as the secretary. Mr. Herndon explains that the Board would need to elect her as the Board secretary to replace Paul for a period of time. The Board would then need to give Matt Lowe Megan's information so he could update the registration.	
Action: Myk Herndon would like to nominate Megan Trow as the secretary for the ORVA Board. Megan Trow accepts. Franklin Roberts seconds. All in favor none opposed. Motion passes.	

Agenda Item: Public Comments	
Discussion: No public comments	

Agenda Item: Finance & Budget Report	
Discussion: Hallie Puncochar shares the finance and budget report . Barry Jahn asked for more details regarding the Net Operating Surplus which is rather low and Myk Herndon explains that is since ORVA had to buy the laptops for student for next year due to the chip shortage which is around 1.8 million dollars that will not need to be paid in the future. Mr. Herndon also explains that ORVA has not reduced staff considering the enrollment numbers and hopes that enrollment numbers will increase mid-year. Hallie Puncochar explains that ORVA has developed a good working relationship with the NB SD and an addition for the ESSER III grant was recently approved. Timing of the grant payment will impact the ending cash balance of each period. Mrs. Puncochar shares the restricted funds update with the grants. Hallie would like to validate that stepping away from STRIDE has allowed ORVA to clean up many accounts that have never been used. The bill pay report process will be moved to the next board meeting.	

Agenda Item: Update on Data Transfer	
Discussion: David Spitzer shares information about the server project that has been completed and is now on backup power and no longer a fire hazard. When Spitzer Tech and his crew were at the admin office installing the server, they were also able to gather up all the extra equipment and brought it back to the warehouse to be inventoried and repaired and determined what was not repairable. Mr. Spitzer commends Myk Herndon for getting them access to administrative credentials for the office to get into SharePoint. The student migration has begun but Microsoft only allows so much data to be moved. Barry Jahn thanks Mr. Spitzer for all the IT help and Mr. Spitzer has enjoyed helping staff and getting to know them.	

Agenda Item: Hosting Board Meetings as Zoom Webinars	
Discussion: Barry Jahn reached out to Rob Hess, Matt Lowe, Meredith Kirshenbaum & OSBA and found the standard board meetings are like panel meeting but ORVA will begin hosting the board meeting through Zoom Webinar beginning 11-9-21. The simplicity of a zoom webinar will allow the panelist to have full Q&A. There will be an open comment section which will allow those to apply ahead of time and may encourage others to participate. In a webinar there is an open Q&A and everyone on the panel will be able to look at those and decide whether they can respond or not. Mr. Jahn asks is anyone has any thoughts or comments. MJ Sandall admits she was hesitant about changing to a webinar but as Barry explained about the webinar the more, she was convinced it will move ORVA in the right direction. Franklin Roberts shares that his understanding is that there is some technology changes and different format for attendees. Myk Herndon explains the real difference is that normally there is a host and participants but in a webinar, there will be panelists as well which will be the Board and Leadership Team. Mr. Jahn explains that there will no longer be chat but there will be a Q&A which will allow panelist to respond if time allows or if they will need to respond later but ultimately allow participants to have a voice.	

Agenda Item: Discuss Board Policies "Edited Policy #2"	
Discussion: These are policies by OSBA and it is up to Board to update ORVA's policies to be in align with the OSBA policies. Myk Herndon explains that OSBA supplies the legal counsel to policy together and send it out to the districts. In edited policies 1 there weren't any that had to do with ORVA but Mr. Herndon explains that we ill adopt them anyway which involves the use of drones and reimbursements of school meal programs which ORVA will most likely not be doing any of that. Some of the other policies involved are equal opportunity policies, motherhood in the workplace policies, work place harassment policies as well as reporting, communicable disease for staff, drug and alcohol use policy, sexual harassment, Oregon family medical leave, criminal records checks and finger printing, policies related to human sexuality and sexual diseases and health education, electronic communications, graduation requirements, flag displays, weapons in school, use of restraint, student medications, eye screening as well as policies related to public complaints. Myk Herndon goes over the edited policies 2 which related to board governance which included a non-discrimination policy, discrimination procedures, all students belong which is on the meeting this evening so the policies can be reviewed since Mr. Herndon has made some edits. There are policies involving board membership, board members standards and conduct, reporting suspected abuse of a child, policies on executive sessions, requirements for minutes of the Board meeting. Mr. Herndon asks	

the Board if there are any questions. No questions were asked. Mr. Jahn thanks Mr. Herndon for making the edits on the policies.

Agenda Item:
Board Calendar Committee

Discussion:
Mr. Jahn thanks Megan Trow and committee for collaborating on the board calendar. Academic Report NBSD has been added to December 2021. Myk Herndon would like to form a committee for the Deliverables for renewal of Charter and MJ Sandall would like to join the committee as well as Barry Jahn. The Fiscal Audit has been released for review. Annual School Performance Review and SST Update Report has been added to December 2021.

Agenda Item:
AFT/OEU Update

Discussion:
Barry shares that the Board has been requested for two items which was the personal private numbers of the staff members in the bargaining unit and as well as their salary which was submitted to the AFT along with a statement letting AFT know that a lot of the ORVA staff shared that they did not want their personal phone numbers to be distributed. Everything AFT requested has been submitted.

Agenda Item:
Executive Director Report

Discussion:
Jamie Stiles share her Executive Director [report](#). Mrs. Stiles begins by congratulating the SNHU Grads that received a Master's Degree in Online Education. General updates are that sick leave rollover has been corrected and work has begun on ORVA's strategic plan project and Jamie will reach out to staff soon for a planning committee. Mrs. Stiles was selected to serve on the Oregon Department of Education's Remote Learning Advisory Committee. ORVA had the most presenters at the annual Oregon Digital Leaders Coalition Virtual Conference. Jamie discussed the enrollment update which has been slow. Department/Staff Spotlight was presented by Stephanie Martin. Mrs. Martin shares the changes that have taken place since March 2020 surrounding the pandemic and staff working remotely and how now the staff have currently returned to the office and the adjustment to becoming a self-managed school. Mrs. Martin shares the changes in coverage with the Accounts Payable and Registrars and how enrollment has changed since there is new processes as well as in-house approvals. Mrs. Martin discusses the Talent Ed, Bills.com, Kajeet and the ORVA website which all have been new systems for ORVA office staff. Stephanie also shares the years of service of the office staff. Jamie Stiles shares information about the website/social media update which allows ORVA to launch independent facebook page, website phase 2 build is happening now and is working on phase 3. The vaccination policy summary shows that all ORVA staff have complied. Jamie Stiles also shares the BOY Star360 Report which shows a good participation rate. The attendance summary shows that the attendance is growing as the school year begins. Jamie also shares the survey results from Culture Amp which showed there was an 85% response rate.

Agenda Item:
Consent Agenda Items

Discussion:
Jamie Stiles lets the Board know that the Student Handbook will not be a consent agenda item. Approval of agenda items include previous months meeting minutes, pending invoices and staff updates.

Action: Myk Herndon makes a motion to strike the Student Handbook from the consent agenda items. MJ Sandall seconds the Motion. All in favor. None opposed. Myk Herndon makes a motion to approve the remaining consent agenda items. MJ Sandall second the motion. All in favor. None opposed.

Agenda Item: Action Items	
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Discussion: Board Policy Updates edited policies 2
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Action: Franklin Roberts would like to make a motion to approve the action item edited policy update 2. Myk Herndon seconds the motion. All in favor. None opposed.

Agenda Item: Action Items	
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Discussion: Revised policies for SY21-22 Communication Device use guidelines, acceptable use policy, staff travel and expense policy.

Action: Franklin Roberts would like to make a motion to approve the action item revised policies for SY21-22 communication device use guidelines, acceptable use policy, staff travel and expense policy. MJ Sandall seconded the motion. All in favor. None opposed.

Agenda Item: Action Items	
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Discussion: Adoption for edited policy 1.

Action: MJ Sandall would like to make a motion to approve the action items. Franklin Roberts seconds the motion. All in favor. None opposed.
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Meeting adjourned @ 8:46 pm