



MONTHLY MEETING AGENDA

BOARD OF DIRECTORS

VIRTUAL PREP ACADEMY OF OREGON

JEFFERSON CLASSICAL ACADEMY OF OREGON

740 Overholt Ave, Prairie City, OR 97869

December 15, 2025 @ 12:00 pm

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 212 937 765 424 03

Passcode: Y8sq6fL9

Dial in by phone

[+1 540-566-5080](tel:+15405665080).,[460981097#](tel:+1460981097) United States, Roanoke

[Find a local number](#)

Phone conference ID: 460 981 097#

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

The Virtual Prep Academy of Oregon and The Jefferson Classical Academy of Oregon (“School”) welcomes your participation at the School Board meetings. The purpose of a public meeting of the Board of Directors (“Board”) is to conduct the affairs of the School in public. We are pleased that you are in attendance. Your participation assures us of continuing community interest in our School. To assist you in the case of speaking/participating in our meetings, the following guidelines are provided:

1. Agenda is available online at the meeting.
2. “Oral Communication” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes.
3. When addressing the Board, speakers are requested to state their name and address and adhere to the time limits set forth.

I. PRELIMINARY

A. CALL TO ORDER

Meeting called to order by the Board Chair at:

B. ROLL CALL

Role	First	Last	Present	Absent
Board Chair	Laurel	Pederson		
Secretary	Suzi	Kendrick		
Treasurer	Cheylin	Jaukkuri		
Quorum Established			Yes	No

II. COMMUNICATIONS

A. Public Comments: Comments may be made to the Board at this time on non-agenda topics. Please state your name and keep your comments to no more than three minutes. If you wish to add an agenda item, please contact the Head of School two weeks prior to the next Regular Board Meeting.

B. Head of School Report- Melissa Hausmann

a. State of School Report

i. Enrollment Update

- Virtual Prep Academy of Oregon
- Jefferson Classical Academy of Oregon

ii. Academic Updates

- Semester 2 Readiness
- JCA-OR Model Updates
- MS/HS Improvements
- Interim Assessments

iii. Introduction of Christine Hackenbruck, Board Candidate, Possible Action Item.

- Reference: II_B_ResumeHackenbruck

iv. Bank Account Update (Stephen Narcisse) – Action Item.

- Reference: II_B_Engagement Letter 2025 - Jefferson Classical Academy - Treasurer Services
- Reference: II_B_Engagement Letter 2025 - Virtual Prep Academy - Treasurer Services

Important Dates:

- Next School Board Meeting: **January 19, 2025 @ 12:00pm**
 - MLK Day
 - Proposed new regular date- Wednesday or Thursday @12:00pm

- C. Finance Report– Stephen Narcisse/Valerie Joseph
 - a. Reference: III_C_VPA-OR Nov 2025 Board Financial Review
 - b. Reference: III_C_JCA-OR Nov 2025 Board Financial Review

III. CONSENT AGENDA

- A. Approval of School Board Meeting Minutes
 - a. Reference: III_A_Non-profit Board Meeting Minutes 10.20.25_VPA
 - b. Reference: III_A_Non-profit Board Meeting Minutes 10.20.25_JCA

Motion	It is recommended that the VPA-OR Board approve the consent agenda items as presented.
Second	
Vote	

IV. ITEMS SCHEDULED FOR ACTION

- A. **Action Item:** It is recommended that the VPA-OR Board add Christine Hackenbruck as new board member.

Motion	
Second	
Vote	

- B. **Action Item:** It is recommended that the VPA-OR Board revise its regular meeting schedule so that all future regular board meetings be held on (Wednesdays or Thursdays) at 12:00pm, instead of Mondays.

Motion	
Second	
Vote	

- C. **Action Item:** It is recommended that the VPA-OR Board approve the bank account update for Jefferson Classical Academy of Oregon by authorizing Board Chair, Dr. Laurel Pederson, to sign the Consulting Engagement Letter from Clear Trails CPAs and to be added as an authorized bank signer.

Motion	
Second	
Vote	

D. **Action Item:** It is recommended that the VPA-OR Board approve the bank account update for Virtual Preparatory Academy of Oregon by authorizing Board Chair, Dr. Laurel Pederson, to sign the Consulting Engagement Letter from Clear Trails CPAs and to be added as an authorized bank signer.

Motion	
Second	
Vote	

V. ADJOURNMENT