

**Idaho Virtual Academy
Board of Director's
Annual Board Meeting
July 17 and 18, 2017**

July 17, 2016

A dinner was held on the evening of July 17, 2016, at The Cottonwood Grille, 913 W. River Street, Boise, Idaho 83702, commencing at 6:30 p.m.

Those present at the dinner were:

Allen and Kris Wenger
Melissa Krein
Sheila Shiebler
Kelly & Eric Edginton
Mike Groshong
Jeff Thompson
Heidi Higgins
Alex Zamora
Jenny Whelan
Amber Hatrock
Amy Chadez
Andrea & Jake Hampton
Monica Robinson-Eckert and Tom
Anne & Montana MacConnell

No business was scheduled and no matters were addressed.

July 18, 2016

The Annual Meeting was held at 1965 S. Eagle Road, Suite 190, Meridian, Idaho 83642, scheduled to commence at 9:30 a.m.

I. PRELIMINARY

A. CALL TO ORDER

B. ESTABLISH QUORUM

The meeting was called to order and confirmed a quorum established at **9:09** a.m.

C. ROLL CALL

<i>Seat</i>	<i>Occupant</i>	<i>Term</i>	<i>Present</i>	<i>Absent</i>
Position 1	Not in use by Directors			
Position 2	Director Sankovich	(7/18)	X	
Position 3	Director Robinson-Eckert	(7/17)	X	
Position 4	Director Handeen	(7/17)	X	
Position 5	Director MacConnell	(7/17)	X	
Position 6	Director Thompson	(7/18)	X	

Changes to Seat Positions and the appointment of Director Krein occurred during the pendency of the Meeting.

Position 1	Not in use by Directors			
Position 2	Director Sankovich	(7/18)	X	
Position 3	Director Handeen	(7/19)	X	
Position 4	Director MacConnell	(7/20)	X	
Position 5	Director Krein	(7/21)	X	
Position 6	Director Thompson	(7/18)	X	

Positions and Terms pursuant to Policy 103.0

Others in attendance:

Kelly Edginton, Head of School
Allen Wenger, Business Manager
Mike Groshong, Board Clerk
Jenny Whelan, 6-12 and VHS School Principal
Amber Hatrock, Assistant Principal
Amy Chadez, K-5 School Principal
Amanda Judd, Special Education Manager
Alex Zamora, School Social Worker
Andrea Hampton
Heidi Higgins
Sheila Scheibler
Melissa Krein

Amy White, Board Counsel

II. COMMUNICATIONS

A. PROCEDURAL NOTE:

Additions, Corrections, or Substitutions to the posted Agenda.

There were no changes to the Agenda.

B. ORAL COMMUNICATIONS/PUBLIC INPUT:

Non-Agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

No member of the public sought to address the Board.

C. INFORMATIONAL PRESENTATION: Director's Report

Presentation of informational items at the discretion and selection of the Directors.

1. Chairman's Report.

Chairman Robinson-Eckert expressed her personal gratitude to the staff, teachers and administrators who work with the school, associated with her experience over her years with IDVA, including her position as Chair. She expressed her appreciation for the hard work and the amazing program that is being provided to Idaho students.

D. INFORMATIONAL PRESENTATION: Board/Staff Discussions

Board and staff discuss items of mutual interest.

Informational presentations will be addressed later in the meeting Agenda.

III. CONSENT AGENDA ITEMS

All matters listed under the consent Agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the Agenda, there will be no discussion of these items prior to the Board voting on them.

- 1. Approval of Minutes of June 2017 Meeting**
- 2. Approval of June 2017 Monthly Invoices.**
- 3. Approval of K12 Invoice.**
- 4. Approval of Payment to K12.**
- 5. Approval of June 2017 Check Register for website posting.**
- 6. Approval of June 2017 Financial Report.**
- 7. Enrollment Report**

The Directors were presented with the Consent Agenda items for

consideration and possible approval. The Directors did not raise any questions regarding the material and information presented.

Motion was made by Director Thompson to approve all matters in the Consent Agenda, as presented.

Motion seconded by Director Handeen.
Motion approved by unanimous vote.

IV. ANNUAL MEETING ITEMS

At the direction of Chair Robinson-Eckert, Ms. White directed the Directors through the election process until a new Chair was selected, at such time the Chair resumed the meeting.

1. ELECTION OF NEW BOARD MEMBERS

A. Appointment of Bjorn Handeen to Position 3.

Motion was made by Director Sankovich to appoint and confirm Bjorn Handeen to Seat 3 to serve a full term of the IDVA Board.

Motion seconded by Director Thompson.
Motion approved by unanimous vote.

B. Appointment of Anne MacConnell to Position 4.

Motion was made by Director Handeen to appoint and confirm Anne MacConnell to Seat 4 to serve a full term of the IDVA Board.

Motion seconded by Director Sankovich.
Motion approved by unanimous vote.

C. Appointment of Melissa Krein to Position 2

Motion was made by Director MacConnell to appoint and confirm Melissa Krein to Seat 2 to serve a full term on the IDVA Board.

Motion seconded by Director Sankovich.
Motion approved by unanimous vote.

D. Resignation of Chairman Robinson-Eckert

Motion was made by Director Thompson to accept the resignation of Chairman Robinson-Eckert from the Board.

Motion seconded by Director Handeen.
Motion approved by unanimous vote.

2. OFFICER ELECTIONS

A. Chairman

Discussion as held among the Directors as to the time commitment and responsibilities of the position of Chairman.

Motion was made by Director MacConnell to appoint Director Handeen to serve as Chairman of the Board for the upcoming year.

Motion seconded by Director Sankovich.
Motion approved by unanimous vote.

B. Vice Chairman

Discussion was held among the Directors as to the responsibilities and time commitments associated with serving as the Vice-Chair of the Board.

Motion was made by Director MacConnell to appoint Director Sankovich to serve as Vice-Chairman of the Board for the upcoming year.

Motion seconded by Chairman Handeen.
Motion approved by unanimous vote.

C. Treasurer

Discussion was held as to the general responsibilities of the treasurer.

Motion was made by Director MacConnell to appoint Director Krein to serve as Treasurer of the Board for the upcoming year.

Motion seconded by Director Sankovich.
Motion approved by unanimous vote.

3. OATHS OF OFFICE

Each Director was presented with their Oaths of Office for review and signature. Upon signature they are to be delivered to Board Clerk Groshong.

4. CODE OF ETHICS

The Director Code of Ethics was presented to all Directors in attendance. Upon signature by the Directors they were delivered to Board Clerk Groshong.

5. APPOINTMENT OF BOARD CLERK

Discussion was held as to the duties and responsibilities of the Clerk.

Motion was made by Chairman Handeen to reappoint Mr. Groshong to serve as Clerk of the Board for the upcoming year.

Motion seconded by Director MacConnell.
Motion approved by unanimous vote.

6. APPOINTMENT OF TITLE IX OFFICER

This position has been held during the last year by Dr. Zamora.

Motion was made by Director MacConnell to reappoint Dr. Zamora to serve the school's Title IX officer.

Motion seconded by Director Sankovich.
Motion approved by unanimous vote.

7. APPOINTMENT OF TITLE VI OFFICER

This position has been held during the last year by Dr. Zamora.

Motion was made by Director Sankovich to reappoint Dr. Zamora to serve as school's Title VI officer.

Motion seconded by Director MacConnell.
Motion approved by unanimous vote.

8. APPOINTMENT OF DISABILITY COORDINATOR

Dr. Zamora has served in this capacity during the past school year.

Motion was made by Director MacConnell to reappoint Dr. Zamora to serve as the school's Disability Coordinator.

Motion seconded by Director Sankovich.
Motion approved by unanimous vote.

9. APPOINTMENT OF HEAD OF SCHOOL TO RESPOND TO PUBLIC RECORDS REQUESTS.

Mr. Groshong addressed the responsibility and duties associated with responding to public records requests.

Motion was made by Director Thompson to appoint Head of School Edginton and Board Clerk Groshong to serve as the Board's designated personnel to respond to public records requests for the upcoming year.

Motion seconded by Director MacConnell.
Motion approved by unanimous vote.

10. COMMITTEE APPOINTMENTS

A. Scholarship Committee

The Directors and Administration addressed how scholarship awards were granted this past year with the change in program.

The participating Board member for this committee last year was former high school principal Scott Miller and Director MacConnell.

Motion was made by Director Sankovich to appoint Director MacConnell to serve as the Board's representative on the scholarship committee with Amber Hartock, the new High School Assistant Principal to serve as the vice-chair of the committee.

Motion seconded by Director Krein.
Motion approved by unanimous vote.

B. Policy Committee

Board Clerk Groshong and legal counsel White have headed this committee in the past. They have worked closely with the Head of School to address policy amendments and policy creations. Discussion was held as to when the committee becomes involved in the policy process.

Motion was made by Director MacConnell to appoint Director Thompson as committee chair and Mr. Groshong as vice-chair of the Policy Committee.

Motion seconded by Director Sankovich.
Motion approved by unanimous vote.

11. DESIGNATED DAY, TIME, PLACE FOR MONTHLY MEETINGS.

The Directors addressed the historical time and day each month that the regular monthly meeting is held.

Motion was made by Chairman Sankovich to continue to hold regular monthly meetings of the IDVA Board on the Third Tuesday of each month, at 7:30 p.m. and that such may be held electronically through a proper statutory individual present at the physical location of the meeting in the Meridian School Offices, as per Idaho Code, with meeting continuing to be posted as the Board Clerk currently posts.

Motion seconded by Director Thompson.
Motion approved by unanimous vote.

12. SELECTION OF NEWSPAPERS FOR LEGAL PUBLICATIONS.

The Directors discussed the three newspapers that the Board currently uses for official legal publications, located in different regions of the state. Inquiry was made as to whether or not there needs to be a legal publication presence in Pocatello. Discussion was held as to the purpose of designated legal publications.

Motion as made by Director Sankovich to continue utilizing the Idaho Statesman, the Coeur d'Alene Press and

the Idaho Falls Post Register as the school's official papers for legal publications.

Motion seconded by Director Thompson.
Motion approved by unanimous vote.

13. SELECTION OF DEPOSITORY FOR LEA FUNDS.

Mr. Wegner explained to the Board that the school currently uses two different financial institutions.

Motion as made by Director MacConnell to continue utilizing Wells Fargo and the State Government Investment Pool as the school's depositories for funds.

Motion seconded by Director Thompson.
Motion approved by unanimous vote.

14. APPROVAL OF DEBIT CARD HOLDERS.

Mr. Wegner detailed the Directors as to the current status of who possesses Debit cards, (himself and Ms. Edginton) and for what purpose they are used.

Motion as made by Director Sankovich to continue the debit card holders as the Head of School and Business Manager.

Motion seconded by Director Krein.
Motion approved by unanimous vote.

15. APPROVAL OF CREDIT CARD HOLDER & AMOUNT.

Mr. Wegner detailed the Directors as to the current status of this issue.

Motion was made by Director Sankovich to continue the credit card holder as Mr. Groshong, retaining a \$2,500.00 spending limit.

Motion seconded by Director MacConnell.
Motion approved by unanimous vote.

16. APPROVAL OF CAPITALIZATION AMOUNT.

Mr. Wenger explained the Capitalization Amount issue to the Directors. Anything purchased under \$1,500.00 is expensed out and anything over, with a life of over one year, is depreciated. Mr. Wenger is not seeing any need to change the current amount.

Motion as made by Director MacConnell to continue the capitalization amount at \$1,500.00 for the depreciation of school property.

Motion seconded by Director Sankovich.
Motion approved by unanimous vote.

17. IDENTIFICATION OF DISPOSAL AGENT.

This role was explained in relation to how specific property, based on value, is disposed.

Motion as made by Director MacConnell to Ms. Edginton as the school's approved Disposal Agent.

Motion seconded by Director Sankovich.
Motion approved by unanimous vote.

18. ITCA SUBLEASE AND SUBLEASE FUNDS

The renewal of the ITCA Sublease was addressed along with the current rental amount. The student population amount and school anticipated sustainability was also touched upon.

The sublease at issue is for the property adjoining the school's business office. ITCA currently pays \$3,999.00 per month on this sublease, with the next payment, assuming the sublease is renewed, to be received at the end of this month.

The sublease at issue would run from July 1, 2017, through June 30, 2018.

Last year, three months of the rental funds were directed to the school's scholarship account, with the remainder being deposited into the general fund and used for general school expenses.

Motion was made by Director Sankovich to approve the sublease to ITCA for the same existing facilities they are currently subleasing, to run from July 1, 2017, through June 30, 2018, at a cost of \$3,999.00 per month, and to continue the practice of depositing three (3) months of rental funds into the school's scholarship account, with the number of months of such direction to be revisited upon the direction of the Board.

Motion was seconded by Director MacConnell.
Motion approved by unanimous vote.

V. SCHEDULED FOR ACTION

A. BUSINESS

1. Policy Readings.

a. First Reading of Policy 404.6

Head of School Edginton presented the Directors with a proposed amendment to existing policy 404.6 relating to the care and/or damage to the school's individual learning devices. Discussion was held as to what type of situations are considered misuse and/or abuse of property.

Motion by Director MacConnell to approve the amendment of policy 404.6, as presented.

Motion seconded by Director Sankovich.
Motion approved by unanimous vote.

2. Other Business.

a. Approval of 17-18 Handbooks (All Students, K5, 6-12, Vision)

Ms. Edginton presented the Directors with this year's proposed handbooks. These documents are based off of those from prior years, but updated to address modifications for the upcoming school year.

Motion was made by Director Krein to approve the four (4) Student Handbooks, as proposed.

Motion seconded by Director Thompson.
Motion approved by unanimous vote.

b. School Year 17-18 Continuous Improvement Plan.

Ms. Edginton presented the Directors with the current draft of the School's Continuous Improvement Plan, which is in progress. She and the Board reviewed the state's template and individual and specific data points in multiple areas of consideration. A detailed and lengthy discussion was held with regard to specific data points, projected goals in growth and how such goals may be achievable. Comparison data was addressed with state averages and scores. Graduation rates were addressed.

The final version on the Plan is due to the State Board on October 1st. Feedback is to be received subsequent to submission.

The draft Plan has yet to be discussed with the teaching staff, which will be done upon their return. Some of the individual testing results and scores have been addressed, but not in the context of this plan and making goals for the future.

Next year's budget initiative from K12 relates to Math Intervention Teachers. This will primarily be targeted at the high school level, both at Vision and VHS. Math scores are a significant area of concern and a concerted effort is going to be put forth in the coming year to see what can be done to address this concern. With this implementation, it is recognized that there is some natural "lag-time" with regard to seeing results from this increased emphasis.

The final draft will be returned to the Board. This will include any modifications as a result of today's discussion with the Board, discussion with teachers and other stake holders. At that time, the Administration will request approval for submission to the State Board of Education.

The Directors held a brief break from 10:30 to 10:45 a.m., at which time no business was discussed and no decision was made.

c. IDVA Charter Renewal Update

IDVA is up for renewal for the first time under the state's new renewal program. Last year was the first time that any of the charter schools were involved in this process.

The renewal process is based on Performance Certificates that do not align with the current practices and data. The School's Operational and Financial components always receive top honors. As to the academic component, not even the state's average is in an acceptable

range. Thus the initial Performance Certificate process does not work with this renewal program.

During the past year work was done for revision of the Performance Certificate Process. Ms. Edginton had significant participation in the process and gave substantial input.

For the renewal this upcoming year, the schools have the option of utilizing the old Performance Certificate or the new. The scoring on both will be provided and the school can then chose which they want to base renewal upon.

There is the option to submit additional data as part of the renewal process. Ms. Edginton submitted data this past week. There are on-site visits and interviews that take place. Directors should anticipate that they will be part of the interview process.

K12 has helped to pull together a significant amount of data that has been provided. This historical data includes but was not limited to student growth, information about achievement increases based upon how long the student remains with the school, student demographics, first year student data testing.

Ms. Edginton presented the graphics data that was submitted. The Directors and Ms. Edginton walked through all of the data charts discussing the importance and impacts involved with each of the data points.

B. INSTRUCTION AND CURRICULUM **ACADEMIC REVIEW OF SY 2015-2016**

1. Academic & Annual Report – Kelly Edginton

In the Board's Packet Ms. Edginton provided the Directors with a written report.

Specific attention was addressed to historical enrollment data and fluctuations through the years of the school's existence. There are currently nine (9) on-line charter schools throughout the state. A number of Districts are also adding a virtual component. She opined that many of the virtual programs are finding a topping-out of student numbers. Parents have returned to work with an improved economy and the program works wonderfully for a certain segment of the student population. The enrollment at Vision High School is far more erratic. That is not an unexpected fact for an alternative high school.

Significant data was also shared with the Continuous Improvement Plan and Charter Renewal discussions.

2. K/5 Report – Amy Chadez

Ms. Chadez presented the Directors with a written report and also verbally touched upon a number of issues in the department.

In addition to the information provided in writing, Ms. Chadez talked about working with the elementary program on a school identification initiative. It is hoped that this will aid in an ownership and a sense of community in the K-5 program. One of the things being explored is a school contest relating to a school mascot. She provided the Directors with some detail as to what the K-5 program is looking to do to develop a school-community base. She believes that if this can be accomplished it will have a positive impact on turnover figures and that class and school retention rates will improve.

3. Middle School Report – Jenny Whelan

Ms. Whelan provided the Directors with a written report and addressed a number of matters verbally. Ms. Whelan reviewed the pass rates and assessment data. She touched upon the 72% re-registration figure, to date. She believes that the live class concept has made an impact on the program. She also addressed the number of high school credits that were earned by the middle school students. While a small portion of these credits were IDLA overload credits for fall and spring, the vast majority were direct school-related coursework.

Ms. Whelan did address the change to a 6-12 model for next year, the members of the leadership team that will aid in this program, the continued transition of the program similarities between the former High School and Middle School programs into this new format and issues relating to math intervention for students. Last, she touched upon some professional development activities including the 6-12 book studies and the Salt Lake PLC Institute Conference.

4. VHS Report - Kelly Edginton

Ms. Edginton provided this report in the absence of Mr. Miller. The report was provided both in writing as well as touching upon a number of the specific data points in the report.

Ms. Edginton also touched upon the 6-12 re-organization, college credits and pass rates. She also addressed data points regarding ISAT and SAT tests.

5. Special Services Report – Amanda Judd

A written report and verbal presentation were both provided by Ms. Judd. All special education staff are returning for next year. This is an important development for continuing to move the program forward. This will aid in continuing the collaboration between special education and general education teachers in the co-teaching model. The 6-12 program will be the emphasis for this transition for this year.

Ms. Judd provided information about both the SDE audit and the K12 internal audit for compliance.

6. FAST Report – Dr. Alex Zamora

Mr. Zamora provided both a written report and verbal information to the Directors.

Dr. Zamora touched upon the activities of his personnel and in the positive impacts with the 550+ referrals that occurred during last school year. Improvement has definitely occurred in the percentage of students returned to Level 1.

C. PUPIL SERVICES

1. IDVA Information Session Demo – Heidi Higgins

Ms. Higgins provided the Directors with a demonstration of her presentations in marketing sessions. She addressed both general K-12 issues as well as specific IDVA information.

The Directors held a brief break from 12:12 to 1:04 p.m. for lunch, during which time no business was discussed and no decision was made.

D. PERSONNEL

Ms. Edginton presented the Directors with the Personnel Report. A written report was provided to them at the meeting.

There was a request to modify the actual hard-copy report provided for approval with the addition of Ms. Colleen Meadows in a classified position with the school.

The Directors engaged in a discussion relating to staffing in general and what positions remain to be addressed.

Motion was made by Director MacConnell to approve the Personnel Report, as presented, including the issuance of teacher contracts as identified and the approval of hiring of Ms. Meadows, as amended.

Motion seconded by Director Krein.
Motion approved by unanimous vote.

VI. ITEMS SCHEDULED FOR INFORMATION

A. TEACHER NEEDS ASSESSMENT RESULTS

Ms. Edginton provided the Directors with information from the teacher survey. This was a narrative survey without a significant number of responses from personnel.

The survey requires inclusion of inquiry regarding the state evaluation system, as part of a Title I school. Generally, the overall responses to that question around the state are not positive.

Discussion was held as to how to improve survey response numbers as well as all the surveys done to teachers and if there is a way to consolidate those surveys to lessen the number.

B. OIG VITRUAL SCHOOL AUDIT REPORT

A lengthy discussion was held as to the history of the investigation and how the school got to the point of finally having an audit report from the investigation.

Generally speaking the school's position, post audit, is very good. The school's personnel worked hard to be cooperative and provide the information necessary. Any deficiency concern was minor and addressed quite a long time ago.

VII. EXECUTIVE SESSION

Motion was made by Director MacConnell to enter into executive session pursuant to Section 74-206(1)(b), Idaho Code, to consider evaluations of public officers, employees and/or individual agents of a public school.

Motion was seconded by Director Sankovich.
Roll call vote was held with affirmative unanimous vote of each Director present.

The Directors entered executive session at 1:45 p.m., and addressed two (2) evaluation documents.

The Directors concluded its executive session at 2:04 p.m.

VIII. ACTION, IF ANY, TO BE TAKEN SUBSEQUENT TO EXECUTIVE SESSION

Subsequent to returning to open session, no action was taken by the Directors.

IX. ADJOURN

At 2:05 p.m. Motion was made by Director MacConnell to adjourn the meeting.

Motion seconded by Director Sankovich, approved by unanimous vote.

Dated this 18th day of July, 2017.

Mike Groshong
Board Clerk

IDVA BOARD MEMBERS

Anne MacConnell (Director) (Nov 2014) Seat 4
PO Box 166, Arco, Idaho 83213
208-527-4735
anne@wisdomranch.org
anneracer@gmail.com
Term expires July 2020

Laura Sankovich (Vice Chair) (Nov 2015) Seat 2
805 E. Garden Ave, Coeur d'Alene, Idaho 83814
208-661-2539
lsankovich@gmail.com
Term Expires July 2018

Bjorn Handeen (Chairman) (May 2016) Seat 3
914 E Homestead Ave, Coeur d'Alene, Idaho 83814
208-640-4503
bjorn.handeen@gmail.com
Term Expires July 2020

Jeff Thompson (Director) (May 2016) Seat 6

1739 Peggy's Lane, Idaho Falls, Idaho 83402
208-524-7367
jeffdtomp@aol.com
jfthompson@house.idaho.gov
Term Expires July 2018

Melissa Krein (Treasurer) (July 2017)
3462 Rock Creek Road
American Falls, Idaho 83211
208-226-2804
Kreinfarms@gmail.com
Term Expires July 2020

Seat 5

**Position 1 not in use by the Board at this time.*

