

**Idaho Virtual Academy  
Board of Director's  
Regular Board Meeting  
December 19, 2019**

**I. PRELIMINARY**

**A. CALL TO ORDER**

**B. ESTABLISH QUORUM**

The meeting was called to order and confirmed a quorum at 7:02 p.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 Shaver	(7/21)		X
Position 3	Chairman Handeen	(7/22)	X	
Position 4	Director MacConnell	(7/20)		X
Position 5	Director Krein	(7/20)	X	
Position 6	Director Thompson	(7/21)	X	

Positions and Terms pursuant to Policy 103.0

Others in Attendance:

Kelly Edginton  
Mike Groshong, Clerk of the Board  
Allen Wenger  
Mike Wexler  
Amber Hatrock  
Andrea Hampton  
Sheila Shiebler  
Sheila Shiebler  
Megan Krein  
Julia Kozlov  
Amy White

Open Teleconference Line

**II. COMMUNICATIONS**

**A. PROCEDURAL NOTE: - Action Item**

Additions, Corrections, or Substitutions to the posted Agenda.

A Motion to approve the Posted Agenda was made by Chairman Handeen with the understanding that the Personnel Report is being tabled until January, and will not be addressed in this meeting Agenda.

Motion seconded by Director Thompson  
Motion approved, unanimously.

**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 present.

**C. INFORMATIONAL PRESENTATION: Director's Report (if available)**

**The following item is presented as an informational item, separate from the Consent Agenda items.**

**1. IDVA 10 + 2 Board Presentation – Mike Wexler**

Finance Manager Wexler gave a presentation on the current state of IDVA finances. This presentation was provided in written form in the Board's packet, as well as addressed with a verbal presentation.

Mr. Wexler addressed numerous issues in the November metrics. He touched upon student count, both current and historical; revenue and expense figures and projections, including actual versus budget; the examination of expenses for efficiencies and cost savings due to student enrollment shortfalls; the prior versus current forecast; the submission of requests for reimbursement associated with Title funds indicating this money should start flowing soon; the school's balance sheet; and the school's cash flow summary.

Mr. Wexler is recommending a \$250,000 payment to K12. This is in line with the actual financial picture for the school, and leaves the school with an ongoing healthy cash flow.

Mr. Wexler stood for any questions with regard to the finances. Mr. Wexler, in response to a question, addressed how old checks were being addressed with the change in bank accounts.

Directors Krein and Thompson each made comment regarding their recent Board visit to K12 headquarters and the experiences they had.

**D. INFORMATIONAL PRESENTATION: Board/Staff Discussions**

Board and staff discuss items of mutual interest.

**1. Head of School Report – Kelly Edginton**

Ms. Edginton’s Report touched upon the following matters:

- Holiday gift cards for Board employees were or are being distributed to IDVA Board employees as has been done traditionally prior to winter break
  - Ms. Edginton indicated that she has already heard expressions of appreciation for these cards.
- Board visit to K12 photos were shared, and Directors Krein and Thompson gave a summary of their experience last week.
- The Head of School shared a thank you note from an IDVA staff member who expressed her appreciation for her fall classified staff bonus.
- November school-event pictures were shared.
- K12 will be moving to Amazon Web Services over the next two years. Project overview – AWS will improve software speed, security, reliability, quality, and delivery. Plans for least disruptive implementation possible have been made, and will be put into place. Outages will occur on weekends, and communications will precede each.
  - Ms. Edginton provided the Directors with a copy of the anticipated Multi-System Outage Schedule.
- Preliminary (almost final) IDVA 18/19 Cohort Graduation Rate – from graduation cohort 13/14 to cohort 18/19 (preliminary) IDVA grad rate has improved greatly:
  - IDVA overall has increased 35.5 percentage points which is 167.5% growth.
  - VHS has increased 55.3 percentage points and has shown 232.4% growth.

- ISID has increased 12.9 percentage points and has shown 102.4% growth.

Ms. Edginton expressed great enthusiasm for the improved graduation trend increase. A lot of work has been done by a lot of personnel to address these figures. She anticipates that final figures will be available in the coming weeks.

### **III. CONSENT AGENDA ITEMS (Requires Approval Vote of the Board)**

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 votes on them.

- 1. Approval of Minutes of November 2019 Regular Meeting**
- 2. Approval of November 2019 Monthly Invoices.**
- 3. Approval of K12 Invoice.**
- 4. Approval of Payment to K12.**
- 5. Approval of November 2019 Check Register for website posting.**
- 6. Approval of November 2019 Financial Report.**
- 7. Enrollment Report.**

The Directors were presented with the Consent Agenda Items for consideration and possible approval. No Director sought to pull any individual item from the Consent Agenda for discussion.

Motion was made by Chairman Handeen to approve all matters in the Consent Agenda.

Motion was seconded by Chairman Thompson.  
Motion approved, unanimously.

### **IV. SCHEDULED FOR ACTION**

#### **A. BUSINESS ITEMS (Requiring an Approval Vote)**

- 1. Approval of K12 Transition to New Finance and Accounting System and Paperless Accounts Payable (NetSuite and Avid Exchange)**

Presentation was made by Julia Kozov of K12. She provided the Directors with detail as to the changes that are taking place, and the programs to be used in making such changes. She provided the

Directors with a letter from James Rhyu, K12 CFO and President of Product and Technology.

She did explain that the Directors need to take action to approve AVID Exchange, allowing for such to access IDVA's bank accounts for implementation of the funding changes.

Ms. Kozov explained the four levels of approval that are required for a transaction.

The go-live date for these changes is scheduled for January 6, 2020.

Motion was made by Chairman Handeen to approve the transition to the new finance and accounting system, including paperless accounts payable; to specifically allow AVID Exchange to have access to IDVA accounts in order to process financial transactions; and specifically authorizing the Board Chairman to sign any and all necessary authorization documentation to allow AVID Exchange to access financial accounts to process transactions.

Motion seconded by Director Krein.

Motion approved unanimously.

## **2. Overnight School Trips Policy**

Ms. Edginton explained the proposed policy to the Directors, and the reasoning behind requesting such a policy. She indicated that the Board's counsel had reviewed and made some modifications to the original draft of the policy. She is asking for the Director's approval of the policy, but if the Directors so choose, the policy could be brought back for further consideration.

Motion was made by Director Krein to approve the Overnight School Trips Policy, as presented.

Motion seconded by Chairman Handeen.

Motion approved unanimously.

## **B. BUSINESS ITEMS SCHEDULED AS INFORMATIONAL**

### **1. Change in Color for Graduation Caps & Gowns –**

The Board had raised a number of questions during the prior meeting discussion regarding this issue. A number of these questions were

addressed by student.

Discussion ensued among Directors relating to student leadership request, student survey information, documentation on leadership decisions/minutes, administrative preference if any, thoughts previously expressed by directors absent from tonight's meeting.

Student addressed all inquiries raised of her. She did clarify that the Leadership Class is not an elected body, but is a class of students who have been selected for the class based on school involvement and GPA.

This matter will be brought back for additional Director discussion, and possible action at the next meeting.

## **2 Discussion of the 2020- 2021 SY Calendar -**

Ms. Edginton presented the Directors with some thoughts as to the development of the 2020-2021 school year calendar. She has been working with a committee of approximately 13 school individuals on creation of this calendar. There has been some discussion as to a bit later starting date to address late cohort starts, and to attempt to minimize disruption for others at the commencement of the school year. The negative associated with a later start date is the obvious outcome of a later end date.

Discussion was held among the Directors.

Ms. Edginton and her team will continue development of a proposed 2020-2021 school year calendar. This draft will be including a later starting date for the Board to consider.

### **C. POLICY READINGS (Requiring an Approval Vote)**

None scheduled or held.

### **D. POLICY READING FOR DISCUSSION ONLY**

None scheduled or held.

### **E. PERSONNEL (Requiring an Approval Vote)**

#### **1. Personnel Report**

Pulled and tabled until January Board Meeting.

2. **Brown Charter Administrator Application – Attestations Approval**
3. **Brown Charter Administrator Application – Board Letter Approval**
4. **Hatrock Charter Administrator Application – Attestations Approval**
5. **Hatrock Charter Administrator Application – Board Letter Approval**

Ms. Edginton presented the four above matters in tandem. She detailed the amendment of Section 33-5206, Idaho Code through SB 1058, in the creation of a Charter School Administrator Certificate.

She detailed the steps that are necessary in order to apply including what must be considered by the school's Board. Detail was provided regarding the eligibility and experience of each of these individuals, and Ms. Edginton's work as a mentor administrator from a public charter school.

Ms. Edginton reviewed the required letter for Board approval, as well as the Board attestation that was required for this process.

Detailed discussion occurred regarding this process and the experience of the two applicants. The Directors were provided via board packet all documentation required for the applicants packets.

Motion was made by Chairman Handeen that the Board approve and transmit the required Charter School Administrator Application, as presented, indicating the Board has carefully considered the applicant's candidacy, will oversee and evaluate the applicant's performance, and chosen to hire the applicant and that the Board approve and transmit the required attestations required for the Charter School Administrator Application, as presented, for applicant Brown and Hatrock, directing the Board Chairman to sign whatever documentation is necessary to effectuate these steps.

Motion seconded by Director Krein.  
Motion approved, unanimously.

**F. INSTRUCTION AND CURRICULUM**

**1. Academic Report**

None scheduled or held.

**G. PUPIL SERVICES (Requires a vote of Approval)**

None scheduled or held.

**V. INFORMATIONAL ITEMS**

**1. National Teacher Development Services – Kelly Edginton**

Ms. Edginton presented the Board with information regarding the National Teacher Development Services K12 is now offering. Services being provided include New Teacher Onboarding, Ongoing Teacher Training, Teacher Mentoring, On Demand Help, Professional Development, Online Teacher Library, and partnership with SNHU offering Master's degrees in online instruction to Teachers and Staff.

Approximately 17 IDVA staff are working towards their SNHU Master's Degree in online instruction. Additional staff have participated in Grow Aspiring Leaders Professional Development Program; Grow Aspiring Leaders Program; and Manager Development Program.

**VI. EXECUTIVE SESSION**

Executive session was scheduled, but none was held due to a lack of attendance of at least 4 directors necessary to properly enter into Executive Session consistent with the applicable provisions of the Idaho Open Meeting laws.

**VII. ACTION, IF ANY, TO BE TAKEN SUBSEQUENT TO EXECUTIVE SESSION**

None scheduled or held.

**VIII. ADJOURN.**

No further business on the schedule, a motion was made by Director Krein to adjourn the meeting.

Motion was seconded by Director Thompson.  
Motion passed unanimously.

Meeting was adjourned at 7:58 pm (MDT).

Submitted this day, December 19, 2019 by:

Mike Groshong  
Board Clerk