

**Idaho Virtual Academy  
Board of Director's  
Annual Board Meeting  
January 10, 2019**

**I. PRELIMINARY**

**A. CALL TO ORDER:**

**B. ESTABLISH QUORUM:**

The meeting was called to order and confirmed a quorum established at 7:01 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	Director Handeen	(7/20)	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, Head of Schools  
Mike Groshong, Board Clerk and H.R. Director  
Allen Wegner  
Mike Wexler  
Amanda Judd  
Sheila Shiebler  
Amber Hatrock  
Alex Zamora  
Heidi Higgins  
Amy White  
Open Teleconference line

**II. COMMUNICATIONS**

**A. PROCEDURAL NOTE:**

Additions, Corrections, or Substitutions to the posted Agenda.

Clerk Groshong advised the Directors that an amendment was made to the agenda subsequent to the initial posting, but well before 24 hours prior to the commencement of the meeting.

Motion was made by Director Krein to approve the agenda, as currently posted for tonight's meeting.

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

**B. ORAL COMMUNICATIONS/PUBLIC INPUT:**

No member of the public sought to address the Board.

**C. INFORMATIONAL PRESENTATION – Director's Report:**

**1. IDVA 4 + 8 Presentation– Non-Action Item**

Mike Wexler presented to the Directors information regarding the school's overall financial situation. This presentation was provided in written form in the Board's packet as well as addressed with verbal presentation on a number of highlights. The report included: Summary and IDVA Metrics, Summary forecast/budget, Summary restricted funds; Summary balance sheet and Summary cash flow.

Mr. Wexler addressed specifics regarding current enrollment, anticipated final enrollment and the importance of the February 15<sup>th</sup> payment calculations from the state.

Mr. Wexler stood for any questions.

The Board expressed appreciation for all this information. Director Shaver specifically commended Mr. Wexler and the business staff for their assistance in her review of invoices and school expenses.

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

**1. Head of School Report:**

Ms. Edginton presented the Directors with her monthly report. The following matters were addressed:

- Calendar
  - Jan 15-16: MS/HS Finals
  - Jan 16: Last day of Semester 1/ Quarter 2
  - Jan 21: MLK Day – no school

- Jan 23: Semester 2/ Quarter 3 begins
- Feb 6-7: Advanced Accreditation Site Review – Board member interview will likely be on the agenda for this process, and Ms. Edginton addressed who would be able and willing to participate.
- Feb 8: Statewide School Events
- Feb 14: IDVA School Board Meeting
- December school events review – roller skating, ice skating, and crafts, depending on where the event was held.
- IDVA eSports – the school currently has 15 IDVA students participating, and the season opens Friday
- 2017/18 IDVA Graduation Rate – all appeals have been reviewed; some denied appeals resubmitted and all of those reviewed. Ms. Edginton is pleased with the progress this working group has obtained in tracking down former students and their knowledge in how to best appeal these situations. This has taken years to work through the system and come up with methods and practices that aid the school in addressing these appeals and in tracking down former students.
  - VHS: 67%
  - Vision: 22.5%. Ms. Edginton addressed the transitory nature of students coming and going from this program, as well as the general alternative-school trends with graduation figures.
  - Overall: 50.3%

Subsequent to her presentation Ms. Edginton stood for questions. The Directors expressed their appreciation to Ms. Edginton and the working team who have addressed the graduation rate figures and appeals of such numbers. They noted that the figures have continued to improve year over, and much of this is due to the excellent work with getting students to graduate as well as the student tracking and data used in the appellate process.

### **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 December 2018 Regular Meeting.**
- 2. Approval of December 2018 Monthly Invoices.**
- 3. Approval of K12 Invoice.**
- 4. Approval of Payment to K12.**
- 5. Approval of December 2018 Check Register for website posting.**
- 6. Approval of December 2018 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 Director Thompson to approve all matters in the Consent Agenda, as presented.

Motion was seconded by Director Krein.  
Motion approved, unanimously.

## **IV. ANNUAL MEETING ITEMS**

- 1. RESIGNATION OF BOARD MEMBERS**
- 2. OFFICER ELECTIONS**
  - a. Chairman**
  - b. Vice Chairman**
  - c. Treasurer**
- 3. OATHS OF OFFICE**
- 4. CODE OF ETHIS**
- 5. APPOINTMENT OF BOARD CLERK**
- 6. APPOINTMENT OF TITLE IX OFFICER**
- 7. APPOINTMENT OF TITLE VI OFFICER**
- 8. APPOINTMENT OF DISABILITY COORDINATOR**
- 9. APPOINTMENT OF HEAD OF SCHOOL AND/OR BOARD CLERK TO RESPOND TO PUBLIC RECORDS REQUESTS**
- 10. COMMITTEE APPOINTMENTS**
- 11. DESIGNATED DAY, TIME AND PLACE FOR MONTHLY MEETINGS**
- 12. SELECTION OF NEWSPAPERS FOR LEGAL PUBLICATIONS**
- 13. SELECTION OF DEPOSITORY FOR LEA FUNDS**
- 14. APPROVAL OF DEBIT CARD HOLDERS AND AMOUNTS**
- 15. APPROVAL OF CREDIT CARD HOLDERS AND AMOUNTS**
- 16. APPROVAL OF CAPITALIZATION AMOUNT**
- 17. IDENTIFICATION OF DISPOSAL AGENT**
- 18. APPROVAL OF THE YEAR-TO-YEAR LEASE WITH IDAHO TECHNICAL CAREER ACADEMY FOR THE 2019-2020 SCHOOL YEAR.**

The Directors addressed that they held an Annual Meeting in July of 2018, and at that time, and with the statutory change which addressed school districts but was not specific to charter schools, they had decided to do their Annual Meeting this January, consistent with Idaho Public School Districts.

Mr. Groshong, Clerk of the Board, has provided to the Directors their Oaths of Office and Code of Ethics provisions for review, signature and return to the Clerk for the school's records.

The Directors also addressed that number 13, with regard to banking institutions only, was on the Agenda as an action item later in the meeting, so at this time the Board did not specifically have to address this matter, solely with regard to banking institutions.

Motion was made by Director Shaver to adopt and continue the board's decisions with regard to the motions of July 2018 for the subject matters addressed in items IV. 1 and 2, a5 through 13 and 14 through 18 until the Board's next regularly scheduled annual meeting in January, 2020, unless such individual items is otherwise addressed via subsequent separate motion of the Board.

Motion was seconded by Director Thompson.

Motion approved, unanimously.

With such motion, the following remains in effect until January of 2020:

Chairman:	Director Handeen
Vice Chairman:	Director Krein
Treasurer:	Director Shaver
Board Clerk:	Mr. Groshong
Title IX Officer:	Dr. Zamora
Title VI Officer:	Dr. Zamora
Disability Coordinator:	Dr. Zamora
Public Records Designee:	Ms. Edginton and Mr. Groshong
Scholarship Committee:	Director MacConnell Director Krein Ms. Hatrock
Policy Committee:	Director Thompson Director Krein Ms. Edginton Mr. Groshong Ms. White
Meeting Specifications:	Second Thursday each Month 7:00 pm Mountain/6:pm Pacific Electronically Arco Location Continued posting locations
Legal Publications:	Idaho Statesman Coeur d'Alene Press Idaho Falls Post Register
Depository:	State Government Investment Pool Bank as subsequently determined in this meeting
Debit Card Holders:	Ms. Edginton Mr. Groshong
Credit Card Holders:	Mr. Groshong Continued \$2,500.00 limit
Capitalization Approval:	\$1,500.00 capitalization amount

Disposal Agent: Ms. Edginton  
Sublease: Continued under terms as established in the Summer/Fall 2018 negotiation process

**V. SCHEDULED FOR ACTION:**

**A. BUSINESS ITEMS – SCHEDULED FOR ACTION:**

**1. Report of Ad Hoc Committee re Depository for LEA funds.**

Director Shaver presented the activities of the committee with regard to the review of the three (3) banks in consideration. She believes that all three would be able to do the job, but they have some differences in application. It was the committee's view point that the first consideration needed to be whether or not the board wanted to change the banking depository for LEA funds, and if so, to what institution. It was the committee's recommendation that if a change is made, that the school select D.L. Evans Bank. She indicated that there were a number of reasons for this selection, including the stability of the bank, its long existence here in the state, the local nature of the bank and addressed issues with how fees are not charged with regard to non-profit entities.

Motion was made by Director Krein to have the school change all of its banking depository of school funds from Wells Fargo to D.L. Evans Bank.

Motion was seconded by Director Shaver.

Extensive discussion was held among the Directors regarding multiple subject matters including reasons for change, level of service in past, how the level of service has improved and the lowering of costs in the payroll change from Wells Fargo, the stability of the three banking entities in question, the local nature of all three of the banking institutions, whether or not this would involve movement of all accounts, the timing of transition, impacts if any on payroll, the business office confirming that they can make any of the three banking options work for the school, reimbursement for fees as opposed to not charging fees for incentivizing non-profit entities and related matters.

Subsequent to discussion, motion approved, unanimously.

Mr. Wegner and Mr. Wexler were directed to make the change in the banking depository of school funds, with a goal to have the transition completed at the end of the fiscal year. The business administrative personnel indicated that this would be completed, and that they did not anticipate any difficulties with the transition.

## **2. Draft of 2018 PSCS Annual Report and IDVA Condition Status.**

The Head of School reviewed the draft 2017/18 PCSC Annual Report.

- The Alternative HS, Vision HS, scored in the Remediation category for Academics and Honors category for Operations and Finance.
- IDVA scored in the Remediation category for Academics and Honors category for Operations and Finance.
  - The Head of School noted that with the 17/18 graduation rate at 67%, that will bring the school's overall score up by 25 points, which is significant. This increase could help the school, possibly, score in the Good Standing category for Academics next year.
- Conditions report – IDVA's condition for renewal is "By June 30, 2021, at least fifty-nine percent (59%) of IDVA's continuously enrolled, general education students in grades K-8 will make adequate academic growth to achieve math proficiency on the ISAT within 3 years or by 10th grade, whichever comes first." The Head of School reviewed the report, and there were no questions.

## **3. Annual Report Response form for approval.**

Ms. Edginton detailed the report correction that she recommended to the Directors with regard to a typo-graphical error.

Motion was made by Director MacConnell to approve the submission of the corrections recommended by Ms. Edginton, as presented, with regard to the Annual report and response to the PCSC.

Motion seconded by Director Krein.  
Motion approved, unanimously.

## **4. Policy Readings**

No policy readings were scheduled or addressed.

## **B. PERSONNEL REPORT: (Action Item requiring Approval Vote)**

### **1. Employee Request to work outside of LEA**

The Directors were provided with a request to permit Dr. Zamora to teach in an adjunct professor provision in an institution of higher learning. This is an on-line position that will in no manner impact upon his position with IDVA.

Motion was made by Director Thompson to approve the employee request to work outside of IDVA for Dr. Zamora as recommended by Ms. Edginton.

Motion was seconded by Director Shaver.  
Motion approved, unanimously.

**C. BUSINESS ITEMS SCHEDULED AS INFORMATIONAL:**

No matters were scheduled or addressed.

**D. INSTRUCTION AND CURRICULUM:**

**1. CSI GRAD VHS AND VISION HS SWIP**

Ms. Edginton presented the Directors with the Comprehensive School-Wide Improvement Plan. She detailed why this was developed, as well as the process of stakeholder participation and input in the development of the plan. A copy was provided to the Directors with their initial Board packets. She detailed the program the team attended as well as the steps taken and the considerations that were made in development of the actual plan.

Ms. Edginton stood for questions.

Motion was made by Director Shaver to approve the SCI Grad VHS and VISION HS SWIP, as presented.

Motion seconded by Director Thompson.  
Motion approved, unanimously.

**E. PUPIL SERVICES:**

No matters were scheduled or addressed.

**VI. INFORMATIONAL ITEMS**

**A. SUGGESTED CHANGE OF MEETING DATE FOR FEBRUARY BOARD MEETING**

Discussion was held among the Administrative Staff and Directors regarding the scheduled date for the February Regular Monthly Board Meeting.

Motion was made by Director Thompson to move the February 14, 2019 regularly scheduled meeting of the IDVA Board to be held on February 21, 2019, with time and location to remain the same.

Motion seconded by Director Krein.  
Motion approved, unanimously.



**VII. EXECUTIVE SESSION:**

No matters scheduled or addressed.

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

No matters scheduled or addressed.

**IX. ADJOURN**

At 7:26 p.m. Motion was made by Director MacConnell to adjourn the meeting.

Motion seconded by Director Shaver, approved by unanimous vote.

Submitted this day, January \_\_\_\_, 2019 by:

Mike Groshong  
Board Clerk