

**Idaho Virtual Academy  
Board of Director's  
Annual Board Meeting  
July 16-17, 2012**

**July 16, 2012**

A dinner event was held at 3015 W. McMillan Road, No. 118, Meridian Idaho. The dinner commenced at 7:00 p.m.

No business was discussed, no deliberations held and no actions taken by the Board at this dinner meeting. In attendance were the following:

|                          |               |
|--------------------------|---------------|
| .Dave and Lori Malnes    | Allen Wenger  |
| .Kerry and Troy Heninger | Kimber Tower  |
| .Don Lynn                | Mike Groshong |
| .Desi and Cliff Laughlin | Tara Ball     |
| .Kelly Edginton          |               |
| .Amy Chadez              |               |
| .Heidi Curtis            |               |
| .Andrea Hampton          |               |

**July 17, 2012**

**I PRELIMINARY**

- A. CALL TO ORDER**
- B. ESTABLISH A QUORUM**

Meeting commenced at 8:41 a.m. MDT with a quorum of the Directors.

The meeting was held in the Treasure Valley Learning Center.  
No individuals attended via telecommunications

- C. TRUANCY HEARINGS AS NEEDED**

No truancy hearings held or scheduled.

**D. ROLL CALL**

Directors Present:

Dave Malnes  
Kimber Tower  
Kerry Heninger  
Don Lynn

Nathan Vore – Excused from Meeting  
Monica Robinson-Eckert – Excused from Meeting

Others in attendance:

Desi Laughlin  
Mike Groshong  
Allen Wenger  
Kelly Edginton  
Amy Chadez – left the meeting in progress  
Heidi Higgins  
Tara Ball  
Andrea Hampton  
Amy White

**II. COMMUNICATIONS**

**A. ORAL COMMUNICATIONS**

No member of the public signed up for public input.

**B. DIRECTOR'S REPORT**

The Chairman welcomed those in attendance. He indicated that a lot of work had taken place behind the scenes to prepare for this meeting, including the development of the agenda

**1. Educational Meetings and/or Trainings attended by the Directors since the last board meeting.**

**A. Report from Director Heninger and Director Robinson-Eckert re National Charter School Convention.**

Director Heninger provided the Board with a report of her attendance at the National Charter School Convention. She discussed topics including: board membership size, private support of charter programs, board factions and how such negatively impacts on functioning, continuing to have an evolving mission and vision for the program and increasing parental input.

The Directors engaged in discussions relating to the topics and issues she raised. The topics of highest interest from the Board's perspective related to parental communication/direction/education as to how to work as a parental group, board directed involvement in parental groups, the role of the teacher in enrollment/marketing and outings with regard to the teaching focus and relationship building, time and financial commitments of families, new families already being on overload starting out and learning the process.

The next session addressed by Director Heninger was the College Knowledge session. She addressed the different things that schools are doing for college preparation including learning and addressing student weaknesses prior to getting to college, scholarship knowledge and applying to colleges.

Discussion occurred that IDVA is not yet addressing all of these items to the same degree that some of the schools at the convention addressed. However, there are steps taken on many of these areas and in the next year much of the counselor's operational functions are being transitioned to the classified office staff so as to allow greater work in this area. Discussion has occurred between the Head of School and High School Principal during the last few months regarding these types of issues as well as accelerating students and encouraging more concurrent credit. There is also the new requirement for graduation that students must take a college entrance exam during their junior year.

Each high school student will be taking an advisory course for credit next year. This will aid with some of the very issues raised by Director Heninger. This is also part of the process of Counselors putting a heavier emphasis on Junior and Senior students and the Advisors working more hands-on with lower level grade students.

More advanced classes are being offered each year the school ages. The course catalog identifies concurrent course options. Head of School Laughlin believes that there needs to be a stronger effort in educating high school families as to the benefits of taking concurrent courses. This can be better messaged.

The last segment addressed by Director Heninger related to continual school growth so as to not remain stagnant. She feels that the school has continued to do this, even without changing the mission and vision statements as of yet. She feels that the school has continued to change by addressing or modifying what has or has not worked or is desired or if a new or different need is identified.

Director Heninger, funds permitting, would like for more individuals to go next year. She would like to include some teachers, administration and counselors as well as the Board. It is scheduled for Washington D.C. from June 30<sup>th</sup> through July 5<sup>th</sup>.

Discussion was held among the Directors, funds permitting, that this could be some type of a teacher incentive or reward. Head of School Laughlin was directed to include this matter on the October Meeting Agenda so that there can be a discussion about budgetary possibilities.

Additional discussion involved grants and grant writing as that was a topic of the convention. The school does not have a per se grant writer. Numerous grants have been sought and received. These are typically smaller grants for a single purpose or ones that do not have significant strings and reporting requirements as to funds use. For example, the classroom laptop computers for the hybrid program were obtained from a previously received grant. The school is currently a finalist for the 21<sup>st</sup> Century Classroom Grant. Additional information should be forthcoming in the next month as to whether or not the school will earn this grant.

Director Eckert had expressed interest in aiding with some of the school's grant opportunities. This can be discussed with her at the next meeting as well as any report she cares to present associated with her attendance at the National Charter School Convention.

Chairman Malnes indicated that he would like to keep a number of these items on the front burner for the Board.

#### **B. Presentation on School Growth by Heidi Higgins**

In follow up of the Board's to-do tasks, the Board had invited Ms. Higgins to present to the Board regarding recruitment, informational sessions and activities.

Ms. Higgins provided the Board with information about an informational session held the prior evening and provided to the Directors a copy of the informational packet that is given to possible new families at the outings.

Ms. Higgins detailed the changes in the manner that K12 was approaching marketing and the funding changes towards outings. K12's marketing has brought in approximately 90,000 students to K12 affiliated schools throughout the country. Marketing has thus been centralized.

Ms. Higgins showed the Directors the new commercial being used by K12. It is a different approach than prior commercials they have used. Ms. Higgins also showed the Directors a 5-minute video of the 2011-2012 school year in review.

Ms. Higgins addressed the marketing approach that has to be taken as it is much different than a traditional public school would use. She provided the Directors with a written report and a Power Point as to what is being done for outreach. She addressed that retention and marketing is a dual role.

Ms. Higgins addressed family success and increased success rates if the families have attended an informational session. More activities are scheduled for reaching out to new families.

This year was the first year that an honors and awards ceremony was held in conjunction with graduation. The desire is to continue this in the future years as it was very well received. High school, in general, is a very difficult age group for activities.

Ms. Higgins addressed teacher-hosted and planned events such as the Mom's Night Out, numerous park events and swimming events. She addressed the numerous large venue events to conserve marketing funds. Many of these locations are very good working with schools and provide discounts.

High School Hot Spots were addressed as quarterly events for student interaction. These are more along the lines of a meet and greet function. Yearbook also helps in solidifying High School Students. As for technology outreach, Facebook in Idaho is not as heavily used as national. The largest sites in Idaho only have 3000 "friends."

Family training activities are something that Jennifer Terry has worked on. Ms. Higgins would like to encourage family use. These will include

the SOS Video Series for orientation videos, numerous of which were developed in Eagle, Idaho and are being used nationally.

Summer programs that are taking place include New Parent Workshops, which are to be held weekly and on multiple topics. These are being recorded on the SOS network so parents can access at a different time. The Parent-2-Parent hotline will also be functioning, where an experienced school parent will be naming the phones and acting in an advisory role for new families.

Student support programs and clubs were discussed. Four teachers from Idaho are participating in club leadership activities this summer. This includes Amy Brown, whose dinosaur club was the most popular from last summer. She is holding two sections of these clubs this summer.

Ms. Higgins addressed the details of enrollment for this summer. Activities are in full swing and enrollment does pick up again in the end of July and during August. This is a very experienced school and this year the marketing is including a significant amount of radio and TV. These activities are reaching a more general population.

Ms. Higgins opened her presentation to questions from the Directors. She responded to questions relating to specific events being held by teachers over the summer and the amount of work performed by the teachers over the summer in operating student club activities. Ms. Higgins addressed the YMCA PE issue, which at this time is more of a financial issue for families. Information will be sent out to the families at the start of the year. The costs will be approximately \$11/month/child.

Mr. Groshong advised the Board that the school receives the monthly payroll for when teachers participate in recruitment/marketing events and indicated that the number and amount of teacher participation is impressive. Ms. Higgins followed up that local teachers at local events is a significant financial benefit. This is compensated at a rate of \$25/hour. K12 reimburses the school quarterly for these costs and the school pays the expenses on a monthly basis.

Ms. Higgins has been working with the school's administrators on intake and onboarding new families with parent participation.

Ms. Higgins concluded by addressing her segmentation studies for this past year. She researched families who are successful in doing everything with the program.

**C. INFORMATIONAL – BOARD STAFF DISCUSSIONS**

**1. Head of School Report**

Ms. Laughlin advised that in the coming months there will be modifications in the manner in which her monthly report is presented. Discussions were held during the Agenda preparation for this meeting with Chairman Malnes in order to better provide information.

**A. Update on School Improvement Plan and School Initiatives**

Ms. Laughlin indicated that Ms. Edginton will cover these matters in her report. It is likely that these issues will routinely, in the future, be part of Ms. Edginton's report.

**B. Report of any Student Recognitions/Accomplishments**

**C. Report of any Teacher Recognitions/Accomplishments**

As this is during summer break, Ms. Laughlin indicated that she does not have anything to report. Events that occurred over the summer will likely be addressed in August or September during the regular monthly meetings.

**D. Report of any Reports filed per SDE Requirements this month**

Ms. Laughlin indicated that June and July are both very significant months for school reporting to the SDE, encompassing approximately 15 different reports relating to financial and academic issues and the general federal reporting.

All have been submitted in a timely fashion and the feedback that has been received has all been positive.

**E. Report of any Charter Network Activities Regarding Training**

Ms. Laughlin indicated that the Network's desire to start a process for training has not yet gotten off of the ground.

The annual meeting has been moved from the spring to the fall (October) this year. Ms. Laughlin will provide more information as to the dates and program as that approaches.

**F. Discussion on Mission and Vision Statement**

The subject of the Mission and Vision reconsideration was discussed with Chairman Malnes in great detail since the last meeting. As will be addressed later in the Agenda, the Chair wishes to put together a committee of stakeholders to work on this project.

Ms. Laughlin concluded her report addressing the likely redrafting of the Idaho Charter School laws during the next legislative session. Jason Hancock at the SDE has been tasked to work with a group of stakeholders in review of this goal. There will be a number of meetings taking place in August discussing the project and Ms. Laughlin will likely have more information at the August or September Board Meeting.

**D. APPROVAL OF PREVIOUS BOARD MEETING MINUTES**

A motion was made by Director Lynn to approve the minutes from the regular Board meeting of June 19, 2012, as presented.

Director Heninger seconded the motion  
Minutes approved by unanimous vote.

**E. PROCEDURAL NOTE: ANY ADDITIONS, CORRECTIONS OR SUBSTITUTION TO THE CURRENT AGENDA.**

No additions, corrections or substitutions to the Agenda were made.

**III. CONSENT AGENDA ITEMS:**

No items were addressed.

**IV. ANNUAL MEETING ITEMS:**

**A. ELECTION OF NEW BOARD MEMBER**

With this meeting and this vote, Director Lynn's term comes to an end. He has indicated that he does not desire another term and believes it is appropriate for others to have the opportunity to advance the school. This discussion is in follow up of the desires expressed by the Board at the last meeting with regard to a replacement, Kimber Tower.

A motion was made by Director Heninger to nominate and appoint Kimber Tower as a Director for the Board of Trustees of IDVA, filling the vacancy of the position previously held by Director Lynn.

Director Heninger seconded the motion.

Motion and appointment approved by a 2 – 0 vote with Director Lynn having abstained.

Director Lynn's service to the Board as a Director has concluded with this vote.

**B. RE-APPOINTMENT OF DIRECTOR VORE**

Director Vore, who joined the Board last year, was completing the term previously held by Director Brimhall and thus it expires as of this meeting. Director Vore has the potential of relocating to the Boise area in the coming months.

A motion was made by Director Heninger to appoint Nathan Vore for a new full term as a Director for the Board of Trustees of IDVA, filling the vacancy of the position that would have been associated with the position he currently holds.

Director Tower seconded the motion

Appointment approved by unanimous vote.

**C. PRESENTATION OF PLAQUE**

Chairman Malnes acknowledged the service of now former Director Lynn with regard to his work with the school during the two periods of time he has served as a Director.

Mr. Lynn shared his thoughts and experiences with the Board and the school and expressed his appreciation for what this experience meant to him as well as what the school had meant to his family.

**D. OATHS OF OFFICE**

Each of the Directors in attendance addressed and signed their oaths of office. For those not present, Board Clerk Groshong will follow up with the Directors.

The Directors also signed their Ethics/non-conflict statements. Again, for those not present, Board Clerk Groshong will follow up with the Directors.

**E. OFFICER ELECTIONS**

Discussion was held as to the positions of officers on the Board and who currently fills these positions.

Motion was made by Director Heninger to appoint Dave Malnes as Board Chairman.

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

Motion was made by Chairman Malnes to appoint Director Heninger as Board Vice Chairman.

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

Motion was made by Director Heninger to appoint Director Vore as Board Treasurer.

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

**F. APPOINTMENT OF BOARD CLERK**

Motion was made by Director Heninger to maintain Mike Groshong as Board Clerk.

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

**G. APPOINTMENT OF TITLE IX OFFICER**

Motion was made by Chairman Malnes to appoint Head of School Laughlin as the school's Title IX officer.

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

## H. COMMITTEE APPOINTMENTS

Chairman Malnes addressed that the issue of committees was one given great thought in the preparation of the Agenda. A lot of work was done by the Board as part of the 10<sup>th</sup> year of the school. Hopefully much of that will not have to be revisited any time in the near future. However, this process did uncover a number of areas of need and a number of areas the Board wanted to give greater emphasis.

### 1. Mission and Vision/Charter

Chairman Malnes indicated that he had revisited his initial thoughts as to how the Mission and Vision should be reviewed and reformatted to better fit the actual school activities. He decided he wanted to have stakeholder participation from the initial stages. He also addressed the tie between the change of the Mission and Vision with the next step of amendment of the Charter regarding the same.

He indicated that he had asked Mr. Groshong if he would co-chair this committee with a Director and he has agreed as such. The Chairman asked the Directors about serving on the committee and was particularly interested in Director Tower being on the committee as she has been an active parent in the program.

Motion made by Chairman Malnes to appoint Director Tower and the Board's Clerk to Co-Chair the Mission and Vision Committee.

Motion seconded by Director Heninger.

Motion approved by unanimous vote.

### 2. MSA

Chairman Malnes indicated that the K12 Services Agreement was up for re-negotiation and that the process would start at the latter half of this upcoming school year. He felt that Director Robinson-Eckert would be an excellent choice for this position.

Motion made by Chairman Malnes to appoint Director Robinson Eckert to serve with himself on the MSA Negotiation Committee.

Motion seconded by Director Heninger.

Motion approved by unanimous vote.

**3. Scholarship**

The issues of fundraising and scholarship program funding has previously been addressed by the Board through their self-evaluation and program evaluations during this past school year.

The Directors discussed how these issues could fit well with the earlier discussion on community and parental organization building and the building of ownership in the school's programs. These are a natural flow together.

The subject of this broader committee as far as its committee purpose, mission and goal was tabled for later discussion.

As to the sole issue of the Scholarship Committee, Chairman Malnes made a motion to appoint Director Robinson-Eckert and Director Heninger to this committee, asking them to bring back and re-introduce the issue of broader committee purpose, mission and goals.

Motion was seconded by Director Tower.

Motion approved by unanimous vote.

**4. Policy**

Given the extensive re-draft of the school's policies during the last school year, with the last three sections to come before the Board during the August meeting, it is not anticipated that there will be significant policy activities during the upcoming school year. The intention and purpose of this committee will be to work through policies at this level and to simplify a long board multiple reading process.

Chairman Malnes made a motion to appoint Director Robinson-Eckert as the Chairman of the Policy Committee.

Motion seconded by Director Heninger.

Motion approved by unanimous vote.

Chairman Malnes directed the Board Clerk to add to the Agenda for January the issue of possible committees for Board Selection and "Ownership" if such needs to be separate and apart from the Scholarship Committee.

**I. DESIGNATED TIME AND PLACE FOR BOARD MEETINGS**

Meetings are currently held on the third Tuesday of each month at 8:00 P.M. M.T. at the Arco facility and the Treasure Valley facility as well as via telecommunications. Discussion was held as to changing the timing of the meetings and the original reason the timing was changed from 7:00 p.m.

Meeting notices and agendas during the 2011-12 school year have been posted at:

- Treasure Valley Learning Center
- 1965 S.E. Road, Suite 190 and 240 Sunset Drive, Arco
- IDVA's Community Board.

The address for the Arco facility is changing and thus too will be the location for the Arco posting location.

The Directors discussed a goal of having regular meetings last for one and a half hours each month.

Motion by Director Heninger as follows: To hold the regular monthly meetings of the Board at 7:30 p.m. on the third Tuesday of each month during the 2012-2013 school year, with the exception of the October regular meeting to be held the evening of October 9<sup>th</sup>, in conjunction with the IDVA Professional Development session, the January face-to-face meeting to be held on January 15<sup>th</sup> at the TVLC and the regular date for the annual July Meeting in July of 2013, also to be held fac- to-face at the TVLC. The meetings shall take place at the Treasure Valley Learning Center and at 120 South Water in "lovely downtown Arco," with the meeting notices and agenda to be posted at the Treasure Valley Learning Center, at 120 South Water in Arco and on the school's Community Board. The January and July face-to-face meetings to commence at 8:30 a.m.

Motion seconded by Director Malnes.

Motion approved by unanimous vote.

Mr. Groshong has provided a calendar of actual meeting dates for the Board's use in reference and will continue to update this master calendar.

**J. SELECTION OF NEWSPAPERS FOR LEGAL PUBLICATIONS**

Discussion was held by the Directors and Administration as to what legal publications are made as well as discussion as to whether or not those newspapers currently in use are addressing the coverage needs of the student/family population. The primary use of the publications for a virtual school of this nature are the statutorily mandated publications, such as the budget.

Motion was made by Director Heninger to continue use of the Idaho Statesman, Coeur d'Alene Press and Idaho Falls Post Register as the newspapers for legal publications of the school.

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

**K. SELECTION OF DEPOSITORY FOR LEA FUNDS**

Discussion was held between the Directors and Mr. Wegner as to the current depositories of school funds. The school currently uses the LGIP (state) and Wells Fargo.

Director Wegner recommended continuation of use of these depositories.

Motion by Director Heninger to maintain use of LGIP and Wells Fargo as the depository of school funds.

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

**L. IDENTIFICATION OF DISPOSAL AGENT**

Discussion was held by the Directors as to the purpose and function of this position and who has filled this function in the past.

Motion was made by Director Heninger to have Head of School Laughlin continue to serve as the school's disposal agent.

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

V. **SCHEDULED FOR ACTION:**

A. **BUSINESS**

1. **APPROVAL OF JUNE FINANCIALS**

Mr. Wegner indicated that the full June financials are not yet completed. The process is being very detailed so as to possibly have a quicker and cleaner audit.

Mr. Wegner detailed that the deficit credit is going to be more than it has been in the past, in the approximate 5 million to 5.2 million dollar range. He has figured the reasons for this being a decrease in state revenue over the last three years, an increase in student population. The net revenue being sent to K12 each year really has not changed, but the school is not covering K12's increased costs for the increased number of students in the program.

Mr. Wegner made inquiry as to whether or not the Directors wanted any changes in the format of the financial information he provides each month and then stood for questions.

Discussion was held as to K12's response to this increase in deficit credit amount and the fact that they are contractually obligated to address this. It is expected that K12 will continue with this provision in the next agreement, without change.

From a practical application approach, this is simply a discount in nationally established rates.

Mr. Wegner will bring back the full June financial report, in its completed state, with the July Report during the August meeting.

2. **APPROVAL OF JUNE INVOICES**

As for the same reason as addressed above, this report and approval is likewise deferred to the August Board meeting.

3. **APPROVAL OF CHECK REGISTER**

Under Idaho Law, posting of the check register must be done at least every 30 days. Accordingly, the posting of the check register needs to be approved, even without yet approving the June financial report or June invoice report.

Motion was made by Director Heninger to approve the posting of the June Check register to the school's expenditure-based website, as required per Idaho Law.

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

If there are any changes or corrections to this posting, the Board can revisit the issue at a subsequent meeting.

**4. ACCOUNTING OF SCHOOL SCHOLARSHIP FUND**

Mr. Wegner reported that there was currently an \$11,000 balance in the school scholarship fund.

Discussion was held as to what would be the requirements and logistics if the Booster Club were to assume this function, as an entirely separate entity.

Less than \$1,000 was granted this year in scholarships for continuing educational programs.

Detailed discussion of this topic was deferred to the August meeting.

**B. INSTRUCTION AND CURRICULUM**

**1. IDVA ACADEMIC REPORT**

Ms. Edginton presented her Academic Services Report. She provided the Directors with information as to the STARS program that the SDE is seeking to have the USDOE approve in lieu of AYP under No Child Left Behind. She provided the Directors with preliminary data and information as to what is expected for the final AYP calculation for this past school year, not expecting the school to meet AYP in all areas and subjects as occurred last year. She is concerned with regard to math and some subgroups for special education.

The school has been working on strengthening the math program both with regard to program and personnel. A new teacher has been hired and activities for math realignment are taking place.

Ms. Edginton reported that data demonstrates the longer a child is with the school, the better they do. She provided a table with a five-year attendance and accomplishment breakdown. She indicated that many of the students who come to the school have a lot of catching up to do to be with their peer cohort.

A written report of charts and data was provided to the Directors.

Ms. Edginton stood for questions. In response to such questions discussion occurred regarding target areas of concern and how they are doing, increased results with greater student active engagement, the school's intervention program and the administration's desire to increase participation in the program and to increase the number of individualized interventions. Discussion was held as to the 8<sup>th</sup> grade students having taken the High School math courses and how that increased their proficiency on the Math ISAT test. The pass rate for the year was at 74.3 percent in the High School program.

Ms. Edginton detailed the addition of a student success class in the 9<sup>th</sup> grade program, unless the student has earned an honor card. This is going to be in place of an elective and the home room teachers will work with advisors and counselors with the students. The teachers are building their courses this summer as part of their summer project.

Ms. Edginton detailed the Credit Recovery Pilot program for struggling High School students. This is the first time this was done. While the final grades in the end were not as hoped for these students who were already struggling or behind, there was a trend for the senior class students to have a higher pass rate as they had more at stake.

As a result of the data and analysis for the year, Head of School Laughlin did submit a new application to the SDE for Alternative-School Hybrid Funding. Funding has already been approved for High School students in credit recovery as alternative students. She is awaiting one other funding decision with regard to alternative programs.

Ms. Laughlin would like to reconstitute the Hybrid Program into a different format, with more face-to-face with students being held in more than a single location in the state. She believes the school did learn a lot with the pilot program and they did identify a number of things that would need to be done differently.

**2. K-8 REPORT**

This report was tabled due to Ms. Chadez having to leave the meeting for a family emergency.

**3. VHS REPORT**

This report was going to be given on behalf of Ms. Curtis who is at her Doctoral Dissertation today. However, given that the K-8 report had to be deferred, the Board tabled this reporting a well so as to allow Ms. Curtis to present such on her own behalf and be available for questions.

**4. SPECIAL EDUCATION REPORT**

Ms. Ball detailed the activities of the special education department this past year. She provided the Directors with the Special Education Determination Annual report. The school did extremely well with this provision. There was 100% compliance in all areas.

Ms. Ball addressed a number of professional development activities including some training with the SDE, Transition Training and SLD Peer Review.

Progress monitoring is going to be more targeted and directed the next school year.

The program has obtained some new curricular materials for specially designed student instruction. This new material is being very well received and a help to the users of the program.

The school is experiencing an increase in behaviorally challenged students with needs. There is a new IBI/PSR/new curriculum component that is being worked through. The school is also working on better practices, interventions and supports for these students.

The goals for the future include being more proactive in advance of audits and putting into place more significant quality assurance practices so that the pre-audit process is easier. This is a project that is going to be worked through with the lead teachers. Another project that is taking place is the Summer Transition Activity, which is essentially the preparation of a manual type of document with activities and lessons to aid with student transition.

As to staff and student demographics, one special education teacher has resigned and an emergency replacement was located. She is a former teacher who had resigned and moved. The administration was happy to get this individual back into the school's system as she is a very capable special education teacher and finding someone else at this late date would have been difficult. She has and will continue to maintain her Idaho certification.

Ms. Ball believes that she has a good staffing plan with a strong team of special education teachers. Often times parents arrive at the school having had problems with their "home district" and Ms. Ball is finding a pattern in parental satisfaction surveys indicating these parents, once into this system, are very positive and supportive. The parental satisfaction survey for IDVA's special education program is one of the top four in special education for all K12 affiliated schools and the school has been recognized by K12 for this accomplishment.

The program is currently working out of the old hybrid pilot physical location. This is working out very well. There is more teacher interaction in the facility and even though most teachers are doing instruction virtually, they are interacting at the facility and have a great place to interact with students. The speech language teachers are starting to do more virtual instruction. However, as the cases grew significantly this year, it was difficult for them to meet their virtual instruction goals. She believes that all have made some efforts to attempt a virtual instructional model.

Virtual service provision is starting to become far more common with any type of provider. The School is being offered a lot more services and more providers are approaching the school offering to do virtual provision.

Administration addressed to the Board that the issue with more virtual providers seeking out the school is consistent with the trends regarding teachers seeking outside of the school for employment. In the beginning it was far more difficult to recruit great teachers to the

program. Currently, this is not a problem and there are more than enough great teachers who each year seek to work for the school and the school has gained a positive relationship among teachers. Former employees of the school, those who have chosen to leave or needed to leave for personal reasons are working in other virtual programs, for K12 national programs, helping the startup of other virtual programs in the nation or training the personnel of other virtual schools. This speaks highly of the experience they had working for IDVA.

## **5. CENTRAL OFFICE REPORT**

Andrea Hampton provided the Directors with an update of the Central Office activities of the past year and the goals for next year.

All classified staff employed by the school work in the central office with the exception of one employee.

This year the school held the first professional development activity. During this time the staff participated in both training as well as planning activities for 2012-2013.

The staff is in the middle of the Power School import. A number of students are already in the system and they plan to take the project live on August 13<sup>th</sup> for the upcoming school year. This timing will provide for some training for teachers prior to school starting up.

Ms. Hampton addressed staffing issues and job duties as well as the Board's newly approved pay scale. This has been rolled out to the staff and has provided more structure and certainty in their positions. Ms. Hampton detailed the various positions and responsibilities so the Board's newest director would have an understanding of what takes place in the back office component of the school.

In the classified staff survey, the voice of the office staff was given and one of the issues was inclusiveness and ownership in the school. The professional development activity helped this as many of the staff's general questions were able to be answered in a group setting and the administration made itself available to work with the staff. The salary schedule also aided in demonstrating that the classified employee voice was heard.

She is conducting four evaluations per classified employee each year. Three are informal and then in October of each year there is a formal

evaluation. During the evaluation cycle she believes that there is good staff discussion and good input.

The communication flow of the staff is very good. They help each other out in crunches and are very open in addressing solutions or asking questions.

**C. PUPIL SERVICES**

**1. ENROLLMENT REPORT**

Ms. Laughlin presented the Directors with the enrollment report data.

2053 students are returning from the 2011-2012 year for the 2012-2013 year. There are an additional 530 new students who have already completed the enrollment process and are approved to start the year. An additional 203 students are pending at some stage in the enrollment process. As is typical with most years, the administration is expecting August to have a strong enrollment, continuing into early September. With the current figures, the enrollment goal of 2950 appears to be reasonably attainable.

Trends that are being noticed for this enrollment season include an increase in the retention of 8<sup>th</sup> grade students to the high school. This is a grade level where historically there has been drop off for the start of high school, with students considering sports and social activities. This is not occurring for the upcoming school year. A second trend being noted is a more even break down in grade groups K-5/Middle School/High School.

There has been good turnout of potential High School students at recent school events.

The administration is waiting to see what the impact is of the recent TV and radio advertisements will have on enrollment.

**D. PERSONNEL**

**1. PERSONNEL REPORT**

Ms. Laughlin presented the Personnel Report to the Directors. She is bringing forth one teacher resignation and three recommendations of

hiring for teachers. Two of the recommended hires have previously worked for the school as transition teachers/long-term substitutes and one individual who was previously employed as a teacher, addressed by Ms. Ball during her report.

Chairman Malnes made inquiry about the teachers who had been previously subjected to the school's Reduction in Force and where they are as far as employment. A number of those individuals have been able to be brought back at various stages, including the school's new principal. Mr. Groshong has kept track of these individuals and indicates that they have all landed in some position for employment. Many are with other school districts and other virtual schools. A few are now direct K12 employees.

Because of having to do the RIF, the administration has done many things different in staffing. Hiring recommendations to the Board only come about for a replacement as people leave. These are mainly coming from transition/long-term substitute pools where each side has an understanding of the program and the abilities of the individual within the program. The Principals also now have a strong say in staffing. This is due to the statutory changes from Students Come First. The school is also using a profile assessment tool, which is a K12 developed tool, completed before the interview process, which helps identify teachers who work well in this type of a setting.

Question was raised as to K12 expansions in Idaho. The full extent of such is not yet known for the upcoming year. There is a meeting next week where this will be one of the topics of discussion. There are Managed School Programs similar to IDVA (such as iSucceed) and there are virtual school programs such as the Bonneville Program and one that has taken place in Lakeland. Some have tried this and did not continue and others look at it each year. It is believed that each year the school loses a few students to these programs and at the same time gains some student who are choosing the IDVA option over their home district's program.

A motion was made by Director Malnes as follows:

Motion to approve the personnel report as presented by Ms. Laughlin and to accept the resignation of Certificated Employee Laurie Jackson as presented in this report.

Motion seconded by Director Heninger.

Motion approved by unanimous vote.

A second motion was made by Director Heninger as follows:

Motion to approve the personnel report as presented by Ms. Laughlin and to retain as Certificated Employees Seamons, Zollman and Kater on Category A contracts for the 2012-2013 school year.

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

**VI. ITEMS SCHEDULED FOR INFORMATION:**

- A. STATUS OF ACTIVITIES POST-AUDIT**
- B. STATUS OF ITEMS ADDED BY BOARD**

Ms. White reviewed the Directors completion of all items that were identified for the Board to complete subsequent to the Charter Network Audit from the fall of 2011. The only items not completed were items associated with outside third parties, over which the Board has no control.

The second listing is comprised of goals identified by the Board during its self-evaluation. This listing will be amended prior to the next meeting to address the discussions of the Administration and Chairman relating to timing and the preparation for this meeting.

An amazing number of activities have been completed during the time the Board has been working on these lists. This should be good information for the Commission presentation as well as any school's audit from the Network or Commission Staff.

Chairman Malnes addressed the issue of Board continued self-training and the possibility of conducting this through a Board Book Study. There are a number of possibilities that have been suggested and he would like Director Heninger to also make some suggestions from her experience at the National Conference.

Chairman Malnes followed up on the Administrative Evaluations conducted by the Board. There were no staff questions regarding these evaluations and Ms. Laughlin indicated that they were ready to be signed and shared.

Chairman Malnes also followed up on the evaluation of the K12 service agreement and program. He requested Ms. White initially prepare him a letter to transmit this evaluation and the Administrative evaluations to K12 corporate

offices. He further directed that K12 be invited to the October face-to-face Board Meeting to discuss and address the comments of the evaluation and the program in general.

**C. UPCOMING SCHOOL CHARTER PREVIEW**

Ms. Laughlin indicated that the Commission staff has already been provided with approximately 300 pages of information and their completed dashboard report as is required for each year of annual reporting.

The School has a period of approximately 10 minutes to present to the Commission.

The Administration had started a certain direction for the preparation of the presentation. Communication from the Commission Staff just today have changed the direction of the initially intended presentation.

Discussion was held as to who will be presenting, who should be in attendance and/or invited to participate as well as meeting in advance to prepare for this meeting.

**VII. EXECUTIVE SESSION:**

No executive session scheduled or held.

**VIII. ADJOURNMENT:**

All of the Board's business being concluded, Director Heninger made a motion that the meeting of the Board of Directors be adjourned.

Director Tower seconded the motion.

Motion was approved by unanimous consent.

Meeting was adjourned at 2:25 p.m. (MDT)

Dated the 18th day of July, 2012.

Mike Groshong

## Board Clerk

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Board of Directors Meeting convened and held pursuant to appropriately provided and received electronic Notice of Annual Board Meeting with posted agenda (IDVA By-Laws, Article V, Section 1).

Meeting held at the Treasure Valley Learning Center.

Additional attendance available via telecommunications.

### **IDVA BOARD MEMBERS**

David Malnes (Chairman)

- [Malnes6@usfamily.net](mailto:Malnes6@usfamily.net)
- Term through July 2014

Kerry Heninger (Vice Chairman)

- [Heninger5@msn.com](mailto:Heninger5@msn.com)
- Term through July 2014

Monica Robinson-Eckert

- [Robinmon@isu.edu](mailto:Robinmon@isu.edu)
- Term through July 2013

Nathan Vore

- [rvore@q.com](mailto:rvore@q.com)
- Term through July 2015

Kimber Tower

- [ClanTower@gmail.com](mailto:ClanTower@gmail.com)
- Term through July of 2015