

**Idaho Virtual Academy  
Board of Director's  
Regular Board Meeting  
June 17, 2014**

**I PRELIMINARY**

**A. CALL TO ORDER**

**B. ESTABLISH A QUORUM**

Meeting commenced at 7:33 p.m. MDT with a quorum of the Directors present.

**C. TRUANCY HEARINGS AS NEEDED**

No Truancy Hearings scheduled or held.

**D. ROLL CALL**

Directors Present:

Dave Malnes  
Kerry Heninger  
Kimber Tower

Others in attendance:

Kelly Edginton  
Tara Ball  
Allen Wegner  
Scott Miller  
Amy Chadez  
Amy White  
Heidi Higgins (joined in progress)

Open Teleconference Line

**II. COMMUNICATIONS**

**A. AGENDA – PROCEDURAL NOTE: ANY ADDITIONS, CORRECTIONS OR SUBSTITUTIONS TO THE POSTED AGENDA**

A motion was made by Chairman Malnes to accept and approve the Agenda, as amended with late posting today to correct an error in the earlier posting with regard to date.

Chairman Heninger seconded the motion.  
Minutes approved by unanimous vote.

**B. ORAL COMMUNICATIONS**

No member of the public signed up for public input.

**C. DIRECTOR'S REPORT**

**1. DIRECTOR'S REPORT**

Chairman Malnes indicated that he had no information to present at this time other than referencing that an Executive Session would be held at the end of the meeting.

**D. INFORMATIONAL – BOARD STAFF DISCUSSIONS**

**1. HEAD OF SCHOOL REPORT**

Ms. Edginton provided the Directors with an update on the status of various activities at the school.

She reported that Scantron testing was completed for the Spring with a 94.4% participation rate.

Re-registration for students is underway. At this time there is a 71.8% re-registration rate for returning students. This figure is higher than it was this time last year.

Personnel have been working on the Spring Individualized Learning Plans and they are 98.8% complete at this time.

She provided the Directors with a report as to the recent three (3) graduation ceremonies, locations, participants, speakers and showed a number of photographs taken at the ceremonies.

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

A motion was made by Director Heninger to approve the minutes from the April 20, 2014, Regular Meeting, as presented.

Chairman Tower seconded the motion.  
Minutes approved by unanimous vote.

**III. CONSENT AGENDA ITEMS:**

No items were addressed.

**IV. SCHEDULED FOR ACTION:**

**A. BUSINESS**

**1. APPROVAL OF MAY INVOICES AND K12 INVOICE.**

Mr. Wegner presented the May school invoices for approval.

The May 2014 invoices are usual and customary and the expenses are consistent with the approved budget. The invoices were reviewed by an IDVA employee, in accordance with school policy, and were also independently reviewed by Director Vore. No irregularities were identified during these reviews. One invoice will be addressed separately for a specific discussion because it is an unusual invoice.

Motion made by Director Malnes as follows:

Motion to approve the May 2014 invoices for the school and to approve payment to K12 in the amount of \$554,435.65.

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

The segregated invoice is an expense reimbursement for Head of School Edginton. This has been separated out solely because it is larger than the typical invoice for reimbursement and not because there is any irregularity or problem with the payment of the invoice itself.

Ms. Edginton detailed for the Directors the expenses associated with the reimbursement request in the amount of \$4,340.20. Director Vore has also reviewed this invoice.

Motion made by Director Malnes as follows:

Motion to approve the reimbursement invoice for Head of School Edginton, as presented.

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

**2. APPROVAL OF MAY CHECK REGISTER**

Mr. Wegner next presented the check register data provided to the Board for May. This information is the same information as the invoices for approval, but in a format for the posting onto the School's website.

Motion was made by Director Heninger as follows:

Motion to approve the May Check Register Report for posting on the school's expenditure website.

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

**3. APPROVAL OF MAY FINANCIAL REPORTS**

Mr. Wegner presented the May Financial Report to the Directors. He indicated that cash flow is still pretty good eleven months into the fiscal year. He indicated that the revenue estimate in the budget is turning out to be very close to actual projection. He anticipates that the difference will be \$100,000 - \$200,000 either direction.

The Deficit Credit will be lower this year than in the past school year. He is estimating something within the Four Million range where last year was in the Five Million range. This is in part due to increased revenues as well as reduced K12 expenses this year.

Motion made by Director Heninger as follows:

Motion to approve the IDVA May Financial Report, as presented.

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

**4. SUBLEASE AGREEMENT APPROVAL**

Mr. Wegner reviewed the detail of the Sublease agreement with the Directors and indicated that Ms. White has seen the agreement. He explained the current situation with facilities and the conversation process of the property.

Motion made by Director Heninger as follows:

Motion to approve the Sublease Agreement, as presented.

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

**5. BUDGET APPROVAL**

Mr. Wegner presented the Board with the proposed budget. This is the same document that has been the working version. It has been published, as required.

Mr. Wegner detailed various year-over differences in assumptions and how such impacts upon revenue forecasts. He did indicate that the revenue projection is on the conservative side but that it is also very close to prior year figures.

He provided details as to the projections for both the general funds and various federal program funds.

He detailed the process and the need for the signature of the Trustee.

Mr. Wegner stood for questions from the Directors associated with student enrollment, detailed differences in assumptions and revenues, changes in transportation funding, the anticipated Deficit Credit for the 14-15 school year and K12's participation in the budgeting process.

Motion made by Director Tower as follows:

Motion to approve the IDVA 2014-2015 school year budget, as presented with direction for the Chairman to sign and for the budget to be submitted to the State Department as required.

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

**6. TEACHER/STAFF PAY SCALES**

Ms. Edginton and Mr. Wegner presented the proposed recommendation for modifications to teacher and staff pay scales. This presentation was in follow up of the last meeting wherein the Directors requested the Administration return with additional proposals from that which was discussed at such meeting.

This proposal reflects the legislative increase of 1% in reimbursement of salaries to schools as well as an attempt to closer align the school's salary schedules to that of Districts of similar size. The weights for the steps and the lanes are equal.

The Directors discussed the proposal and expressed their appreciation to the Administrative Team for going back to the drawing board when the Directors rejected the first package of proposals recommended by the Administration.

Motion made by Director Heninger as follows:

Motion to approve the new IDVA salary schedule for certificated personnel, as presented.

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

Motion made by Director Heninger as follows:

Motion to approve the new IDVA salary schedule for classified personnel, as presented.

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

**7. IDVA CHARTER REVISION APPROVAL**

Ms. Edginton presented the Directors with an update on the modification of the Charter Petition. There is a dispute between the SDE and the

Commission Staff as to whether or not additional modifications need to be made.

Accordingly, this matter is being tabled until the issue can be resolved.

**8. PERFORMANCE CERTIFICATE UPDATE**

Ms. Edginton presented the Directors with an update on the Performance Certificate process and approval.

The Performance Certificates for the school were prepared with the assistance of the school's committee. It then went through the sub-committee of the Commission and today went before the Commission itself for approval.

Motion made by Director Tower as follows:

Motion to approve the IDVA Performance Certificates for the Traditional and Alternative School, as presented and as approved by the Charter Commission today.

Motion seconded by Director Heninger.

Motion approved by unanimous vote.

**9. VARIOUS POLICY READINGS**

a. TRACKING ATTENDANCE FOR STATE REPORTING – No. 902.4 - First Reading

Ms. White explained to the Directors the purpose of this new policy and the request from the OIG that this be added to the School's Policy Manual. The language of this policy essentially follows the language of the state's program for tracking and reporting attendance.

This policy will be returned to the Board for a second reading.

b. PAYMENT OF CLAIMS – No. 307.0 – First Reading

Ms. White explained the very limited edits to this existing policy. She asked Mr. Wegner to explain the purpose behind his recommendation for this modification. He addressed the modification relating to internal controls procedures and the

tightening of those procedures as recommended by K12. This particular modification relates to a separation of duties between authorizing and actually doing the paperwork for issuing checks.

This policy amendment will be returned to the Board for a second reading.

- c. EVALUATION 710.1A – First Reading
- d. EVALUATION 710.1B – First Reading
- c. EVALUATION 710.2 – First Reading

The three amendments to the policy were addressed, identifying the changes associated with the legislative matters and approval of the State Board Rules.

Motion made by Director Malnes as follows:

Motion to approve the amendments to Policies 710.1A, 710.1B and 710.2, as presented.

Motion seconded by Director Heninger.

Motion approved by unanimous vote.

**B. INSTRUCTION AND CURRICULUM**

**1. ACADEMIC REPORT.**

Ms. Edginton provided the Directors with a written Executive Summary of her report as well as documentation as to the supporting data with regard to Enrollment, pass rates at the high school, teacher pass rates, and the successes with Elementary Academic Interventions.

**2. INSTRUCTIONAL PROGRAM QUOTES AND APPROVAL.**

Ms. Chadez presented to the Directors information as to the recommendation for Instructional Program/Curriculum to replace Study Island. This material best serves the school's needs, and is aligned to Idaho Code and individual standards. It is adaptive. The information and reports the program will provide will aid teachers in the determination of



needs assessment and will enable teachers to better be able to pin point specific areas of instructional need for the K-8 program.

Motion made by Director Heninger as follows:

Motion to approve the purchase and use of iReady Educational Instructional Program.

Motion seconded by Director Tower.

Motion approved by unanimous vote.

**3. IEP SOFTWARE PROGRAM QUOTES AND APPROVAL.**

Tara Ball presented the Directors with information relating to the Software for IEP special education preparation. The current software is in its last year. Ms. Ball put together a committee of teachers to look at the different programs that are available as the school has to come up with new IEP software for next year. The team decided upon Enrich, believing such to be the best program for the school. She detailed that there is some allowance for reimbursement for a percentage of the cost of the IEP software to the school.

Motion made by Director Heninger as follows:

Motion to approve the purchase and use of new IEP preparation software Educational Instructional Program.

Motion seconded by Director Tower.

Motion approved by unanimous vote.

**C. PUPIL SERVICES**

**1. ENROLLMENT REPORT**

Ms. Edginton then presented the Board of Directors with the current enrollment report including total figures and a break down by program. There are currently 2693 students in attendance.

RE-enrollment has commenced. There are already 2113 individuals who have been approved for enrollment. There are additional 373 students pending enrollment, which means that they are somewhere in the enrollment process. Some of these students will complete enrollment and there will be a segment that do not. There is still a very significant

period of time for student enrollment over the summer before school commences.

**2. REPORT ON STUDENT 13 – G**

Ms. Chadez presented the Directors with a report on student 13-G, advising that the student completed all coursework for the grade level by the end of the school year and will be moving to the next grade level for next school year. This has been a very positive outcome for the student.

**3. COHORT SCHEDULE APPROVAL**

Cohorts have long been an issue of contention and discussion with the school and personnel. The administration is recommending less cohort groups for next school year. Further, they would like to recommend set dates of cohort groups for next school year and advertise those dates on the website and with registration.

Motion made by Director Heninger as follows:

Motion to approve the number and cohort date deadlines as presented and recommended by the administration.

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

**4. PARENT SURVEY**

Ms. Edginton presented the Directors with the results of the yearly parent survey. This was provided orally as well as in written format. This information will also work its way into the teacher's evaluations. She would like to schedule this activity earlier for next school year. The school received over 500 responses and the results have been provided in data breakdown by program.

This information has been reported to the teachers as well as during the most recent Parent Advisory Committee Meeting.

**D. PERSONNEL**

**1. PERSONNEL REPORT**

**2. RELEASE FROM LEAVE OF ABSENCE**

Ms. Edginton reviewed her personnel report with the Directors addressing retirements, resignations/releases from contract, and recommendations for hiring and requests for release from leave of absence.

Motion was made by Director Malnes as follows:

Motion to accept the retirement/resignation and release from contract requests of: Calvert, Brown, Benedick, Maynard and DeNino, as presented in the enrollment report.

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

Motion was made by Director Malnes as follows:

Motion to hire new teachers Sutton, Stookey and Ehmke as identified on the Personnel Report.

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

Motion was made by Director Malnes as follows:

Motion to release Shelley Andrus from her previously granted Leave of Absence for the 2014-2015 school year and issue a contract accordingly.

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

**3. TEACHER SURVEY**

Ms. Edginton presented the Directors with a verbal and written report on the results of the teacher survey. The written report included a breakdown of challenges identified as well as possible solutions for the challenges.

This year's results had less negative comment with regard to technology issues. Some steps are already being taken to address the challenges

including the Board's newly approved salary schedule as well as having fewer cohort groups for next school year.

Ms. Edginton responded to inquiries from the Directors.

**4. EDUCATOR EVALUATION PLANS**

Ms. Edginton presented the Directors with the Evaluation Plans and forms for the teacher's evaluations for next year. These new documents are to align with the changes in state requirements and are tied to the NCLB waiver the state has received.

Motion was made by Director Heninger as follows:

Motion to approve the Evaluation Plans and forms as recommended and presented by the Administration.

Motion seconded by Director Tower.

Motion approved by unanimous vote.

**V. ITEMS SCHEDULED FOR INFORMATION:**

**A. JULY ANNUAL MEETING REMINDER**

Discussion was held amongst the Directors with regard to the July 15<sup>th</sup> annual meeting date and the agenda for the same.

The Directors also touched upon the issue of replacement of board vacancies as there are numerous seats open due to the traditional schedule as well as Director Vore's resignation.

**VI. EXECUTIVE SESSION:**

Motion was made by Director Malnes as follows:

Motion to adjourn to executive session pursuant to Section 67-2345(1)(b), Idaho Code, to consider the dismissal or disciplining of or to hear complaints or charges brought against a public officer, employee, staff member or individual agenda and pursuant to Section 67-2345(1)(f), Idaho Code, to communicate with legal counsel to discuss the legal ramifications of and the legal options for pending litigation or controversies yet to be litigated but imminently likely to be litigated.

Motion seconded by Director Heninger.

Upon Roll Call Vote, motion approved by unanimous vote.

Discussion was held among the Directors and with legal counsel regarding complaints or charges against an agent and legal ramifications and legal options of controversies yet to be litigated but imminently likely to be litigated.

Upon conclusion of Executive Session, the Board returned to open session upon motion of Chairman Malnes, seconded by Director Tower and with unanimous consent.

**VII. ADJOURNMENT:**

All of the Board's business being concluded, Chairman Malnes sought a motion to adjourn.

Motion was made by Director Heninger that the meeting of the Board of Directors be adjourned.

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

Meeting was adjourned at 10:33 p.m. (MDT)

Dated this 22nd day of June, 2014.

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 2016

Kimber Tower

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