

**Idaho Virtual Academy  
Board of Director's  
Regular Board Meeting  
August 9, 2018**

**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  
Jenny Whelan, 6-12 Principal  
Amanda Judd, Special Education  
Alex Zamora  
Ann Cossentine  
Sheila Shiebler  
Amy White  
Open Teleconference line

**II. COMMUNICATIONS**

**A. PROCEDURAL NOTE:**

Additions, Corrections, or Substitutions to the posted Agenda.

No Additions, Corrections or Substitutions to the posted agenda.

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

No member of the public sought to address the Board.

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

No information was scheduled or presented.

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

**1. Head of School Report:**

Ms. Edginton provided the Directors with her monthly Head of School’s report.

Ms. Edginton addressed a number of upcoming calendar events including the return of staff, staff training events, family orientation and family events as well as the first day of the 2018-2019 school year.

Ms. Edginton reviewed information regarding the Comprehensive Support Program that the SDE will be implementing as part of ESSA. She reviewed the various factors that put an Idaho School into this program. One such factor is graduation rate. Every virtual high school in the state will fall into the program simply because of this one factor. She indicated that she has attended a meeting with SDE personnel and that they understand the graduation situation for virtual programs and that the developed plans as part of the Comprehensive Support Program will take such matters into account.

Ms. Edginton also gave a presentation to the Directors regarding learning coach training opportunities. She addressed the opportunities that are provided through IDVA as well as through K12. This includes re-enrollment orientation, face to face orientations, and online orientation at cohort starts and various times of the year. The K12 provisions are on line and address numerous topics from online support, materials support, Q and A and video opportunities.

Ms. Edginton also presented the Directors with information as to the steps that are being taken and the various programs that are used to address improving student achievement. She detailed for the Directors how students are broken into different instructional levels by identified criteria and how additional supports are provided to those differing instructional levels. Programs exist for targeted instruction for students who struggle in Math or LEA for Basic and Below Basic of differing lengths. There are also “all student” programs for K5 Math Kickstart. This worked very well last year. There is also now K5 ELA Kickstart and 6-12 math and ELA. In addition to these programs there is Instructional Coaching, Professional Development, Professional Learning Communities and Observation and Feedback to personnel on these areas of instruction.

## **2. K12 Update Report – SY 2018-2019**

At the start of the school year Ms. Edginton likes to review the changes that everyone will see with the K12 program. She detailed a number of OLS Enhancements which will allow changes in the on line program. These include things like allowing teachers to designate due dates for lessons and the ability to flag past due lessons on fixed schedule courses. The visual system will make it easier for students, parents and learning coaches to stay on top of assignments. The OLS will also have prompts for lesson focus and messaging alerts.

Most of the upgrades to K5 courses will relate to the feel and look. New content will start to roll out in 2019, with 2019-2020 having additional content and instructional upgrades. K12 has a 3 year plan in place addressing K5 content and upgrades for courses.

Ms. Edginton addressed new features in the upgraded courses, including the elimination of Flash activities, new model for choice books, new look and navigation for choice books, accessing supportive content for Math and ELA summit courses.

Ms. Edginton then moved to the middle/high school programmatic changes. Released in July of 2018 were improvements in the visual design of the OMHS.

Ms. Edginton also addressed the introduction of the K12 App from this summer.

### **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 July 2018 Annual Meeting.**
- 2. Approval of July 2018 Monthly Invoices.**
- 3. Approval of K12 Invoice.**
- 4. Approval of Payment to K12.**
- 5. Approval of July 2018 Check Register for website posting.**
- 6. Approval of July 2018 Financial Report.**
- 7. Enrollment Report.**

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

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

Motion was seconded by Director Krein.  
Motion approved unanimously.

**IV. SCHEDULED FOR ACTION:**

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

**1. Lease Negotiation with ITCA**

Mr. Wegner is currently on vacation and not present to address the negotiations status. The Board discussed tabling the negotiations until the September Regular meeting of the Board.

Motion was made by Director Krein to table this discussion until the September Regular Board Meeting.

Motion seconded by Director Shaver.  
Motion approved unanimously.

**2. Pay Pal Discussion**

Neither Mr. Wegner nor Ms. Higgins were available for this Discussion. Dr. Zamora, in their absence, presented the Directors with the information that has been learned to date from various vendors. The information to date is from Venmo and Cheddar up. They are still awaiting information from Pay Pal and an additional vendor.

The Directors engaged in a discussion as to the benefit of putting a program into place. Not all outings are matters that have a cost. The first big outing is planned for September 14th. The next Board meeting is September 13<sup>th</sup>.

The Directors agreed that they wanted to obtain additional information and complete the review of all vendors.

Motion was made by Director Krein to table this discussion until the September Regular Board Meeting.

Motion seconded by Director Shaver.  
Motion approved unanimously.

- 3. Employee Manuals Approval SY 2018-2019**
- 4. FAST Manual Approval SY 2018-2019**
- 5. K-5 Manual SY 2018-2019**
- 6. Special Education Manual SY 2018-2019**
- 7. 6-12 Group Manual SY 2018-2019**

Ms. Edginton presented the Directors with all updated handbooks for the 2018-2019 school year. All handbooks are developed by the school's personnel with the exception of the special education manual which is a state-wide document that must be used by all the schools in the state.

The Directors engaged in discussion and made inquiries to Ms. Edginton regarding the various manuals and contents thereof.

Motion was made by Director Krein to approve all 2018-2019 school manuals, as presented.

Motion seconded by Director Shaver.  
Motion approved unanimously.

## **8. Policy Readings**

### **1. Policy 912.2 (Amended) – Adding and Dropping Classes and Withdrawal Grades**

Ms. Edginton presented the proposed policy amendments and explained the reason for the requested modification. This is attempting to address equity in the grading and record keeping for students who withdraw from a class and addressing the differences in outcomes depending upon when the student withdraws

Ms. Whelan and Ms. Edginton responded to inquiries from the Directors regarding the policy and the proposed amendment to the policy.

Motion was made by Director Shaver to approve the proposed amendments to policy 912.2, as presented

Motion seconded by Director Krein.  
Motion approved unanimously.

### **2. Policy 609.6 (Proposed) – Transcribing Dual Credit Courses**

Ms. Whelan presented the Directors with this new proposed policy. She indicated that it has been discovered that many schools are not counting dual credit courses that are multiple credits, in the manner intended by the state. IDVA is one of those schools. The purpose of this policy is to align the manner in which these credits will be handled consistent with the state's intention.

Questions were addressed by the Administration including the review that has been done for current IDVA student transcripts that may be impacted by this change in policy. If there are questions by families, individual transcripts will again be reviewed by the administration with families.

Motion was made by Director Krein to approve policy 609.6, as presented

Motion seconded by Director Shaver.  
Motion approved unanimously.

**3. Policy 609.5 (Amended) – Advanced Opportunities**

Ms. Whelan presented the Directors with a proposed amendment to the Advanced Opportunities policy for students. She detailed the reasons behind the administration's recommendation for modification to this policy.

Chairman Handeen's inquiries were addressed by Ms. Edginton and Ms. Whelan.

Motion was made by Director Shaver to approve the proposed amendments to policy 609.5, as presented.

Motion seconded by Director Krein.  
Motion approved unanimously.

**4. Policy 702.2 (Amended) – Leadership Premiums**

Ms. Edginton presented the Directors with a proposed amendment to the school's existing Leadership Premium Policy. She detailed the reason for the recommended amendment as well as engaged in a discussion regarding the statutory provisions relating to Leadership Premiums.

The Directors raised a number of questions, to which the Administrative personnel responded. The Directors also engaged in a detailed discussion as to "hard to fill" positions and the work done by personnel in such positions.

Motion was made by Director Shaver to approve the proposed amendments to policy 702.2, as amended by the Directors relating to hard to fill positions.

Motion seconded by Director Krein.  
Motion approved unanimously.

**5. Policy 309.1 (Amended) – Employee Expenses**

MS. Edginton and Mr. Groshong presented the Directors with a proposed amendment to the school's travel reimbursement policy. The purpose of this proposed amendment is to increase the reimbursement sums to an amount that is more realistic for actual expenses. Further, the language utilized in the

proposed amendment is geared toward simply following the state's federal figures so that the school does not have to continue to revisit this policy every time one of these figures changed.

Director Krein made inquiry regarding budgetary impacts of this change. Mr. Groshong responded to such inquiry.

Motion was made by Director Shave to approve the proposed amendment to Policy 309.1, as presented.

Motion seconded by Director Handeen.

Discussion ensued and Director Krein made a motion to table the first motion to approve this policy as she wanted additional Directors to give input on this motion give that it has a budgetary impact.

Discussion ensued. Chairman Handeen ruled that the second motion was a proper motion as it was to table the first motion. He seconded the Motion of Director Krein.

Motion of Director Krein to table the first Motion was approved, unanimously.

The Chairman requested that this matter be returned to the Directors at a later meeting for further discussion and possible action.

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

No matters scheduled or addressed.

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

**1. Board Member and District Health Insurance Benefits**

In follow up from discussion during the Annual Meeting, Mr. Groshong and Ms. White researched this issue. The Directors were provided information in their board packets responsive to this inquiry. The School is with the statewide pool, the terms of which plan require participants/insureds to be employees of the school.

**2. Request to Work Out of State – SY 2018-2019**

Ms. Edginton was advising the Directors that a contracted teaching employee has advised the school that she will need to be moving out of state during the course of the year. Her husband is being transferred. The current plan is that she

is going to retain her home in Idaho as she has children who still live here. Historically, what has been done in these situations is to allow the teacher to complete the contract year, even though they may be residing elsewhere. Arrangements have been made for her to participate in meetings and other necessary in-state activities, at no cost to the school.

Ms. Edginton advised the Directors that when this has occurred in the past, this is the same manner in which this has been addressed, and that she was simply providing notice to the Directors of this fact. She had already addressed the matter in detail with Chairman Handeen.

Ms. Edginton explained that the school does not hire people who reside out of state and this mid-year move is the one type of exception they do allow for.

**VI. EXECUTIVE SESSION:**

No matters scheduled or addressed.

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

No matters scheduled or addressed.

**VIII. ADJOURN**

At 8:12 p.m. Motion was made by Director Krein to adjourn the meeting.

Motion seconded by Director Shaver, approved by unanimous vote.

Submitted this day, August 9th, 2018 by:

Mike Groshong  
Board Clerk