

**Idaho Virtual Academy
Board of Director's
Annual Board Meeting
July 15 and 16, 2018**

July 15, 2018

A dinner was held on the evening of July 15, 2018, at Oak Barrell of Eagle, 1065 E. Winding Creek Drive, Eagle, Idaho 83616 commencing at 6:00 p.m.

Those present at the dinner were:

Irene and Charles Shaver
Andrea and Jake Hampton
Kelly and Eric Edginton
Jeff and Channon Thompson
Mike Groshong
Allen Wenger
Julia Korzov
Anne Cossentine
Amber Hatrock
Jenny Whelan
Amanda Judd
Bjorn Handeen
Alex Zamora
Keri Brown

No business was scheduled and no matters were addressed.

July 16, 2018

The Annual Meeting was held at 1965 S. Eagle Road, Suite 190, Meridian, Idaho 83642, scheduled to commence at 9:00 a.m.

I. PRELIMINARY

A. CALL TO ORDER

B. ESTABLISH QUORUM

The meeting was called to order and confirmed a quorum established at **9:07** a.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	

Others in attendance:

Kelly Edginton, Head of School
Allen Wenger, Business Manager
Mike Groshong, Board Clerk
Jenny Whelan, 6-12 and VHS School Principal
Amber Hatrock, Assistant Principal
Amanda Judd, Special Education Manager
Alex Zamora, School Social Worker
Andrea Hampton
Keri Brown
Anne Cossentine
Julia Korzov
Heidi Higgins

Amy White, Board Counsel

II. COMMUNICATIONS

A. PROCEDURAL NOTE:

Additions, Corrections, or Substitutions to the posted Agenda.

There were no changes to the Agenda.

B. ORAL COMMUNICATIONS/PUBLIC INPUT:

Non-Agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

No member of the public sought to address the Board.

C. INFORMATIONAL PRESENTATION: Director's Report

Presentation of informational items at the discretion and selection of the Directors.

1. Chairman's Report.

Chairman Handeen had no report to present. He welcomed everyone to the Annual Meeting, expressed appreciation for the attendance and indicated he was looking forward to a productive discussion.

D. INFORMATIONAL PRESENTATION: Board/Staff Discussions

Board and staff discuss items of mutual interest.

Informational presentations will be addressed later in the meeting Agenda.

III. CONSENT AGENDA ITEMS – All matters requiring a vote by Directors

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

The Directors were presented with the Consent Agenda items for consideration and possible approval. The Directors did not raise any questions regarding the material and information presented.

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

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

IV. ANNUAL MEETING ITEMS – All matters requiring a vote by Directors

At the direction of Chair Handeen, Ms. White directed the Directors through the start of the election process until a new Chair was selected, at such time the Chair resumed the meeting.

1. RESIGNATION OF BOARD MEMBERS

A. Resignation of Director Sankovich

Director Sankovich's resignation was effective as of the June Board Meeting, with Director Shaver seated into her position.

2. OFFICER ELECTIONS

A. Chairman

Motion was made by Director Thompson to re-appoint Director Handeen to serve as Chairman of the Board for the upcoming year.

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

B. Vice Chairman

Motion was made by Director MacConnell to appoint Director Krein to serve as Vice-Chairman of the Board for the upcoming year.

Motion seconded by Chairman Handeen.
Motion approved by unanimous vote.

C. Treasurer

Discussion was held as to the general responsibilities of the treasurer.

Motion was made by Director Handeen to appoint Director Shaver to serve as Treasurer of the Board for the upcoming year.

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

3. OATHS OF OFFICE
4. CODE OF ETHICS

The Director's Oath of Office and Code of Ethics was presented to all Directors in attendance.

Upon signature by the Directors they were delivered to Board Clerk Groshong.

5. APPOINTMENT OF BOARD CLERK

Discussion was held as to the duties and responsibilities of the Clerk.

Motion was made by Chairman Handeen to reappoint Mr. Groshong to serve as Clerk of the Board for the upcoming year.

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

6. APPOINTMENT OF TITLE IX OFFICER

This position has been held by Dr. Zamora.

Motion was made by Director Handeen to reappoint Dr. Zamora to serve the school's Title IX officer.

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

7. APPOINTMENT OF TITLE VI OFFICER

This position has been held by Dr. Zamora.

Motion was made by Director Handeen to reappoint Dr. Zamora to serve as school's Title VI officer.

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

8. APPOINTMENT OF DISABILITY COORDINATOR

Dr. Zamora has been serving in this capacity.

Motion was made by Director Handeen to reappoint Dr.

Zamora to serve as the school's Disability Coordinator.

Motion seconded by Director Shaver.

Motion approved by unanimous vote.

9. APPOINTMENT OF HEAD OF SCHOOL TO RESPOND TO PUBLIC RECORDS REQUESTS.

It was addressed that the school has appointed an individual for this position historically. During the last legislative session, such an appointment became mandatory, with a back-up person to be identified.

Motion was made by Director Handeen to appoint Head of School Edginton and Board Clerk Groshong to serve as the Board's designated personnel to respond to public records requests for the upcoming year.

Motion seconded by Director Thompson.

Motion approved by unanimous vote.

10. COMMITTEE APPOINTMENTS

A. Scholarship Committee

The Directors and Administration addressed how scholarship awards were granted this past year with the change in program. Discussion was held as to the number and amount.

Motion was made by Director Handeen to appoint Director MacConnell, Director Krein and Amber Hatrock, the High School Assistant Principal, to serve on the Scholarship Committee.

Motion seconded by Director Thompson.

Motion approved by unanimous vote.

B. Policy Committee

Board Clerk Groshong and legal counsel White have headed this committee in the past. They have worked closely with the Head of School to address policy amendments and policy creations. Discussion was held as to when the committee becomes involved in the policy process.

Motion was made by Director Handeen to appoint

Director Thompson, Director Krein, Kelly Edginton, Mike Groshong and Amy White to the Policy Committee.

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

11. DESIGNATED DAY, TIME, PLACE FOR MONTHLY MEETINGS.

The Directors addressed the historical time and day each month that the regular monthly meeting is held. Discussion included the fact that the historical date and time no longer works for Chairman Handeen's schedule. Discussion ensued regarding available dates and times for all Directors.

Motion was made by Chairman Thompson to hold regular monthly meetings of the IDVA Board on the Second Thursday of each month, at 7:00 p.m. Mountain Time/ 6:00 p.m. Pacific Time and that such may be held electronically through a proper statutory individual present at the physical location of the meeting at the Arco Location, as per Idaho Code, with meeting posts continuing to be posted as the Board Clerk currently posts.

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

12. SELECTION OF NEWSPAPERS FOR LEGAL PUBLICATIONS.

The Directors discussed the three newspapers that the Board currently uses for official legal publications, located in different regions of the state. Discussion was held as to the purpose of designated legal publications.

Motion as made by Director Handeen to continue utilizing the Idaho Statesman, the Coeur d'Alene Press and the Idaho Falls Post Register as the school's official papers for legal publications.

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

13. SELECTION OF DEPOSITORY FOR LEA FUNDS.

Mr. Wenger explained to the Board that the school currently uses two different financial institutions. Discussion was held among the Directors as to use of a local or state bank for some of the school's banking operations, including discussion regarding paperwork, payroll stability and the current processes with Wells Fargo.

Motion as made by Director Shaver to continue utilizing Wells Fargo and the State Government Investment Pool as the school's depositories for funds.

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

A motion was made by Director Thompson to form an ad-hoc committee for the purpose of financial institution research with the Board Treasurer, in conjunction with Mr. Wenger to researching financial institution options and report back to the Board at a meeting of the Directors in approximately two (2) months.

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

14. APPROVAL OF DEBIT CARD HOLDERS.

Mr. Wenger detailed the Directors as to the current status of who possesses Debit cards, (himself, Mr. Groshong and Ms. Edginton) and for what purpose they are used.

Motion as made by Director Handeen to continue the debit card holders as the Head of School, Board Clerk and Business Manager.

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

15. APPROVAL OF CREDIT CARD HOLDER & AMOUNT.

Mr. Wenger detailed the Directors as to the current status of this issue.

Motion was made by Director MacConnell to continue the credit card holder as Mr. Groshong, retaining a \$2,500.00 spending limit.

Motion seconded by Director Shaver.

Motion approved by unanimous vote.

16. APPROVAL OF CAPITALIZATION AMOUNT.

Mr. Wenger explained the Capitalization Amount issue to the Directors. Anything purchased under \$1,500.00 is expensed out and anything over, with a life of over one year, is depreciated. Mr. Wenger is not seeing any need to change the current amount.

Motion as made by Director Handeen to continue the capitalization amount at \$1,500.00 for the depreciation of school property.

Motion seconded by Director Thompson.

Motion approved by unanimous vote.

17. IDENTIFICATION OF DISPOSAL AGENT.

This role was explained in relation to how specific property, based on value, is disposed.

Motion as made by Director Handeen to Ms. Edginton as the school's approved Disposal Agent.

Motion seconded by Director Krein.

Motion approved by unanimous vote.

18. ITCA SUBLEASE AND SUBLEASE FUNDS

The renewal of the ITCA Sublease was addressed along with the current rental amount. The sublease at issue is for the property adjoining the school's business office. ITCA currently pays \$3,999.00 per month on this sublease. The sublease at issue would run from July 1, 2017, through June 30, 2018.

Last year, a number of months of the rental funds were directed to the school's scholarship account, with the remainder being deposited into the general fund and used for general school expenses.

The Directors addressed the fact that the lease monthly rent had not increased during the life of the sublease while the school's underlying lease has continued to increase with the property owner. Discussion was also held as to the square footage of use and the common space use between the two schools.

Motion was made by Director MacConnell to approve the sublease to ITCA for the same existing facilities they are currently subleasing, to run from July 1, 2018, through June 30, 2019, with a percentage of increase to the sublease rental rate to be determined based upon a percentage increase or square footage increase as negotiated with ITCA, to be returned to the board for final approval and signature.

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

Motion by Director Mac Connell to and to continue the practice of depositing rental funds from ITCA into the school's scholarship account, for a period of four (4) months of the sublease, with the number of months of such direction to be revisited in October with the Scholarship Committee report.

Motion seconded by Director Krein
Motion approved by unanimous vote.

V. SCHEDULED FOR ACTION

A. BUSINESS – All matters requiring a vote by Directors

1. SY 2018-19 Calendar (Amended)

The Administration discovered that a recognized holiday was scheduled for the wrong day/week on the previously approved school's calendar. The proposal before the Directors simply is to change the date for this holiday, switching the day of school/vacation.

Motion by Director Handeen to approve the amendment to the school's 2018-2019 calendar, as presented.

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

2. K12 National Club Leader Participation Approval

Ms. Edginton indicated that one of the school's instructors, Tami Waski, would like to be a national club leader for K12. This would be employment separate and apart from IDVA but to the extent that IDVA students participated, would have a tie into the school's programs. The clubs in

question are Do it Yourself Makers, which is an art/crafting club and a K-3 Science Club. The employee's IDVA Supervisor has approved the request and does not have any concern with regard to such participation negatively impacting upon her IDVA job. IDVA has in previous years had teachers who have served as national club advisors.

Motion to approve and authorize IDVA employee Tami Waski to be employed by K12 as a national club advisor as detailed.

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

3. Policy Readings.

No policy scheduled or presented at this meeting.

B. PERSONNEL REPORT - All matters requiring a vote by Directors

Ms. Edginton presented the Directors with the Personnel Report. There is one recommendation to hire a K-5 Teacher for next year. This is to replace a teacher who has previously resigned.

Discussion was held among the Directors and Administration regarding background check process, experience review, recommendation from a past IDVA school principal and full certificate status.

Motion by Director Thompson to approve the Personnel Report and hiring as recommended.

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

C. BUSINESS ITEMS – Scheduled for Information

1. Legislative Review.

Ms. White presented the Directors with a review of the legislative changes from the most recent legislative session that impact upon schools and charter schools, a discussion of the matters subject to the Governor's veto and a review of matters that did not become law and/or matters which may return next session.

D. INSTRUCTION AND CURRICULUM

ACADEMIC REVIEW OF SY 2017-2018

1. Academic & Annual Report – Kelly Edginton

Ms. Edginton presented the Directors with a written report as well as provided detailed information in projected format.

Ms. Edginton addressed issues regarding student retention numbers. She presented the Directors with a report on historical enrollment from 2015-16 through 17-18 through various date benchmarks from each school year. The information was provided as an overall figure as well as broken down by grade groups (K-5, MS. VHS and Vision HS).

Ms. Edginton also presented the Directors with some historical and current primary testing data from the Spring ISAT broken down by grade. The data was addressed in comparison to prior year data and state average data. She also presented data for 2017/18 Literacy Intervention Plan Final Results based on IRI and ISAT data. Discussion was held between Ms. Edginton and the Directors relating to the intervention activities. Last, she presented preliminary data regarding 2017-18 Continuous Improvement Plan benchmarks. There were a number of areas where benchmarks were met and others where work still needs to be done. There are a few where the data is not yet available to determine the benchmark outcome. Ms. Edginton stated that the school's 2018-19 Continuous Improvement Plan would have similar goals and asked the Board for input. There was none.

She addressed the Math K-5 Kickstart program. Preliminarily it appears that this increased scores 5 -11 % for those in the program. She intends to continue this program and robustly expand in hopes of continuing this positive outcome.

With regard to the SAT she was pleased to report that IDVA students exceeded the state averages in every level. Some with significant figures above state averages.

As to graduation rates and 4 year cohorts, she expressed great appreciation to all the staff that work hard to track down former students in addressing this figure. The numbers are far better than in the early years of this process and a great deal of that improvement is a direct result of the hard work of the staff in tracking down former students.

2. K/5 Report – Keri Brown

Ms. Brown presented the Directors with a written report as well as provided detailed information in projected format.

Ms. Brown presented the Directors with information on end of year course progress percentages, broken down by teacher. The average 2017-18 percentage of courses on track by the end of the school year was at 95%. With this data she provided information regarding instructional activities and daily live classes, including issues of Math Kickstart, Math and ELA Intervention and Enrichment activities. She addressed some of the modifications for the upcoming year.

She presented the Directors with data on Kindergarten registration status for program continuation.

School culture was a focus for the grade level group this past school year. This included face to face events, student recognitions and incentives, assemblies and class sessions.

Ms. Brown addressed the teacher's weekly collaboration sessions and their monthly "data dives" into student progress and data.

Ms. Brown addressed some of the challenges of the last school year and how she would like to address them in the coming years. With this she addressed some of the things that will be implemented in the coming school year including intervention curriculum and grade level homerooms. They have learned that consistency with a class schedule is important for student buy-in and participation.

3. 6-12 Group Report – Amber Hatrock

Ms. Hatrock presented the Directors with a written report as well as provided detailed information in projected format.

Ms. Hatrock addressed matters including the IETA Conference, Department Book Studies, Math and ELA Instructional Coaching, and various teams for different academic programs. Information as to the activities of each of these teams was provided.

Ms. Hatrock addressed the pass rates for VHS, Vision High School and the students in Middle School grades.

The School won a number of awards this past year including Western

Region HS ELA Award, MS Math Award and HS Math Award, all associated with the highest pass rates in the region for each of these categories.

Ms. Hatrock concluded by addressing plans for the 2018-19 school year, including goals and new activities and personnel. She touched specifically on the new Science Department Head the AVID pilot and the Student Ambassador program.

Discussion was held between the Administration and Directors with regard to the Career and College Readiness program and the careers class from the last school year as well as the elimination of the Advisory class, depositing those course materials into other program courses.

Ms. Edginton indicated that this year was the 1st year for awards for administrators and that Jenny Whelan, the HS principal at IDVA was selected as the K12 Principal of the year. She also indicated that Amanda Judd was the Special Programs Manager of the Year and will be presenting the next report.

4. Special Services Report – Amanda Judd

Ms. Judd presented the Directors with a written report as well as provided detailed information in projected format.

Ms. Judd started off her report by addressing her staffing and the fact that her staff is very stable and that this is a great positive for the program. She lost no staff last year and is losing one this year – who is transitioning to be an elementary teacher from a classified position in special education.

She addressed collaborative activities with the general education personnel and teams to engage a co-teaching model for the special services students. She presented information on the state and K12 audits this year. The school met all requirements in the state audit and in the K12 audits exceeded Expectations.

Ms. Judd addressed two complaints that were filed with the state this year. They were filed by the same parent. The state found no negative findings against the school and found that the school was in compliance with regard to all allegations. She explained the process and the extra work that is involved in addressing these complaints.

Ms. Judd addressed the goals for next school year and the professional development that is planned to aid in the area of remediation.

Last, Ms. Judd presented the Directors with a breakdown of the special education student demographics from the 2017 reports.

5. Student Support Services Report – Dr. Alex Zamora

Dr. Zamora presented the Directors with a written report as well as provided detailed information in projected format.

Dr. Zamora provided the Directors with information about the activities of the Family Academic Support Team. There were 639 FAST referrals this past school year, an increase of 89 from the prior year. More than 50% of those were closed due to the student's return to traditional status.

Next year's focus is on growth. His staff is engaging in a book study over the summer and engaging in a document review for the school year to see if there are gaps or manners in which things can be improved. There will be a focus on absenteeism and truancy on the front end, to try to avoid the need to address these matters later.

There were 7 statewide events, with approximately 3,000 total attendees.

Next year the counseling department is moving under the umbrella of Student Support Services in an effort to streamline the support programs. A Student Support Coordinator was hired to address Section 504 Case Management k-12th grades. This individual was a counselor out of Cottonwood who has great familiarity with this issue as well as supporting the College and Career readiness requirements of the school.

E. PUPIL SERVICES

No business scheduled or held.

VI. ITEMS SCHEDULED FOR INFORMATION

BOARD TRAINING SESSIONS

A. BUDGET/FINANCE TRAINING

Mr. Wenger presented the Directors with a power point training session regarding the IDVA budget and financial process. He addressed issues relating to revenue, expenses and how student figures drive both of these numbers. He did a comparative analysis of the past school year versus projected 2018-19 budgeted figures.

Mr. Wenger addressed the various categories of IDVA expenses, breaking such down by financial amount as well as percentage of the overall school's budget. Many of these figures are variable depending upon the number of students enrolled.

Discussion was held with regard to the funding committee and the legislatures desire to re-draft the funding formula for schools in the upcoming year(s).

It is the intention of Mr. Wenger to periodically present the Directors with mini-training modules regarding various aspects of the school's financial operations.

Anne Cossentine, a K12 financial employee was introduced to the school's board. She will be aiding the school with an enhanced look into the school's financials, resulting in the Board gaining more information as to the school's financial operations.

B. BOARD GOVERNANCE TRAINING

Ms. White presented the Directors with a power point presentation relating to Board Roles and Responsibilities. Topics addressed included; Sources of Board authority; Maintenance obligations; Governance versus Management; Governance Responsibilities pursuant to Idaho Code; Policy Development; Personnel obligations; Evaluation and Personnel File Obligations; Budgeting Obligations; Sale and Purchase Limitations and Obligations; Board Policies regarding Powers and Duties of the Board; Board Policies regarding Limitation of Authority of the Board; Liability for Individual Acts of Directors; Immunities for Board Action; Open Meeting; Annual Meetings Obligations and what is done and why based on Idaho Code, Charter and Non-profit Corporations Documentation.

C. IDVA/K12 SERVICE AGREEMENT TRAINING

Ms. White reviewed the material provisions of the Services Agreement between IDVA and K12 through a power point presentation. Topics addressed included: Duration of Agreement; Renewal Clauses; what is being purchased in the way of Educational Program, Technology Support and Administrative Staffing; Outside purchases from K12; Special Education, Section 504 and Gifted/Talented Services; K12 personnel working for IDVA; Costs and Fees; Fee Changes and limitations on such; Administrative Service Fees total and what is covered; Technology Service Fee total and what is covered; Payment of Fees; Contract Definitions;

Payment Priorities; Incentive Fees; Deficit Credit; Financial Risks and Exclusivity; Advances; Policy and Budget; Financial Records and Reporting; Board Maintenance of Governance Responsibilities; IDVA Dissatisfaction or Concern triggers and processes; General Protections for personnel; Party Relationship; Avoidance of Impropriety and Ethics considerations; Bi-lateral Insurance requirements; IDVA Employees; Termination Clause and triggers; Property Rights and Liability.

VII. EXECUTIVE SESSION

No Executive session scheduled or held.

IX. ADJOURN

At 3:27 p.m. Motion was made by Director Thompson to adjourn the meeting.

Motion seconded by Director Shaver, approved by unanimous vote.