

**Idaho Virtual Academy
Board of Director's
Regular Board Meeting
June 19, 2018**

I. PRELIMINARY

A. CALL TO ORDER:

B. ESTABLISH QUORUM:

The meeting was called to order and confirmed a quorum established at 7:35 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 Sankovich	(7/18)	X	
Position 3	Director Handeen	(7/19)	X	
Position 4	Director MacConnell	(7/20)		X
Position 5	Director Krein	(7/21)	X	
Position 6	Director Thompson	(7/18)		X

Positions and Terms pursuant to Policy 103.0

Others in attendance:

Kelly Edginton, Head of Schools
Mike Groshong, Board Clerk and H.R. Director
Allen Wegner, Business Manager
Andrea Hampton, Operations Director
Heidi Higgins
Alex Zamora
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:

No information was scheduled or presented.

D. INFORMATIONAL PRESENTATION:

1. Report of the Budget Committee

Director Krein made a presentation to the Directors with regard to the activities of the Budget Committee, which met on June 5th. She felt this was a good meeting and very educational and informative as to how the school's finances operated. She would like the Board in the future to use the committee in aiding to set financial directions for the school. She addressed the upcoming annual meeting and financial discussions and educational activities to be held at that time.

One issue that she did raise was the lease for the Meridian facility. There is approximately one year remaining on the lease and discussion needs to commence regarding option and ideas and whether or not the school will stay in the current location or move to a different location.

2. Head of School Report:

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

Ms. Edginton addressed a number of upcoming calendar events including the following:

- July 17th – IDVA Annual Board Meeting
- August 13th – Staff returns for 18/19 school year
- August 14-16th – Back to School Professional Development Events
- August 15th – Family night in Caldwell
- September 3rd – Labor Day Holiday
- September 4th – 1st day of 18/19 school year.

Ms. Edginton also shared with the Directors a number of end of the year events that occurred, featuring photos from Moscow's event.

Ms. Edginton closed her report talking about the events from graduation. She addressed each of the events for the 180 graduates and showed the Directors photographs from a number of the events.

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 May 2018 Regular Meeting.**
- 2. Approval of May 2018 Monthly Invoices.**
- 3. Approval of K12 Invoice.**
- 4. Approval of Payment to K12.**
- 5. Approval of May 2018 Check Register for website posting.**
- 6. Approval of May 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 Sankovich 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: (All matters are Action Items requiring Approval Vote)

1. SY 2018-2019 Budget Approval

Mr. Wegner presented the Board with the final 2018-2019 Budget for Board Approval. Upon approval by the Directors, he will send it to the state. He referenced the initial presentation from last month, the publication that had been done as well as the recent budget committee meeting discussions.

Motion was made by Director Krein to approve the school's budget for the 2018-2019 school year and to have Mr. Wegner submit such report to the appropriate state officials.

Motion seconded by Director Sankovich.
Motion approved unanimously.

2. Summer School Handbook

Ms. Edginton provided the Directors with a copy of the proposed Summer School

Handbook. As this is the first time for this process, a handbook needed to be developed. The content in general is similar if not identical to the standard handbooks used during the rest of the school year.

Ms. Edginton stood for questions.

Motion was made by Director Krein to approve the Summer School Handbook, as presented.

Motion seconded by Director Sankovich.
Motion approved unanimously.

3. School Year 2018-19 Calendar (Approval)

Ms. Edginton presented the Directors with one proposed amendment to the school calendar for next year. This relates to the Bac to School professional development and a conflict in the process which would have required teachers to travel on a day off of calendar for the start date.

Ms. Edginton stood for questions and responded to such inquiries.

Motion was made by Director Sankovich to approve the amendment to the 2018-19 school calendar, as presented.

Motion seconded by Director Krein.
Motion approved unanimously.

4. IDVA School Crisis Management Plan

Dr. Zamora provided the Directors with a presentation regarding the School's Crisis Management Plan and provided information in response to a number of Director questions from the last review. He presented the Directors with an updated version of the Plan for Board approval.

Motion was made by Director Krein to approve the amendment to the school's Crisis Management Plan, as presented.

Motion seconded by Director Sankovich.
Motion approved unanimously.

5. Policy Readings

5.1 Policy 912.0 Amendment for Approval

Ms. Edginton presented a proposed amendment to the Directors to Policy 912.0 which relates to the VHS schedule and removal of advisory hour to

allow students to complete more elective classes.

Ms. Edginton and the Directors engaged in a discussion regarding the process for review of this recommendation and the thought of the teaching personnel regarding the same. Getting the change approved at this time allows for all the appropriate planning and scheduling for the commencement of the school year.

Motion was made by Director Krein to approve the amendment to policy 912.0, as presented.

Motion seconded by Director Sankovich.

Motion approved 2 -1 with Chairman Handeen voting in the negative.

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

Ms. Edginton presented the Directors with the Personnel Report for consideration of approval. There is a recommendation for hiring of one employee as a teacher. This individual has been an employee of the school for years, in a classified capacity. She finished her work for her teaching certification a few years ago and we are now recommending that she move into a teaching role.

Motion was made by Director Sankovich to approve the Personnel Report, as presented.

Motion seconded by Director Krein.

Motion approved unanimously.

C. BUSINESS ITEMS SCHEDULED AS INFORMATIONAL:

1. Crisis Management Report

Dr. Zamora provided the Directors with a very detailed and informative report as to the activities of the Crisis Management Team.

IDVA convened its first Safety Committee on May 14, 2015. Since its inception, this Committee has been chaired by Alex Zamora, and has had representation from all grade levels, in addition to school administration and operations. Multiple meetings are held throughout each school year. The following are highlights of the Safety Committee's accomplishments by school year:

SY 15-16:

- Organized safety leaders at large testing sites;
- Increased safety measures at testing locations through specific check in/out processes;
- Updated and enhanced Crisis Management Plan, including adding a threat assessment model;
- Established a crisis call protocol for staff; and
- Provided Situational Awareness training to staff, facilitated by Deputy Bannister of Bannock County.

SY 16-17:

- Further refined safety measures at testing locations, including visual flow charts;
- Updated and enhanced Crisis Management Plan, making it more user friendly
- Extended Situational Awareness staff training;
- Purchased safety kit items for testing locations;
- Organized a Youth Mental Health First Aid training for administrators, Vision High School staff, FAST staff, and counselors; and
- Sent an IDVA staff member to become a certified Youth Mental Health First Aid trainer.

SY 17-18:

- Provided an active shooter training to staff, facilitated by Deputy Bannister;
- Further refined safety measures at testing locations, including adding emergency numbers and visual emergency plan flow chart;
- Addressed safety at social events, including the use of Assembly Location forms at check-in, wristbands, and signage;
- Supported an anti-bullying prevention initiative;
- Trained more staff in Youth Mental Health First Aid; and
- Sent an IDVA staff to become an ALICE (active shooter response) trainer.

Tentative goals for SY 18-19:

- ALICE training for all staff;
- Youth Mental Health First Aid training for more staff;
- Safety incorporated in newsletters, announcements, and assemblies;
- Increase security at face-to-face testing;
- Red Ribbon Week; and/or
- Involve students/parents in Safety Committee.

Dr. Zamora indicated, as evident in the items listed above, safety has become an embedded component of IDVA. In addition to the various specialized trainings (e.g. Youth Mental Health First Aid, situational awareness), staff are also required to read through a Crisis Management Plan training at the start of the school year, and acknowledge they have read the information. Staff also

have regular access to the most up to date plan on the school SharePoint site. Moreover, before all testing events (e.g. ISAT, finals), a training is held to review details of testing protocols, which includes safety and the crisis management plan. Additionally, school outing leaders are versed in the crisis management plan, and implement protocols, as appropriate, during school social events.

2. Annual Teacher Needs Assessment

This process is part of the process for Title 1 funding. 75% of the staff did provide a response to the survey. This is considered to be a successful survey result given end of the year schedules.

Ms. Edginton presented the Directors with the outcome of the survey questions. She indicated that the Administrators look at each of these results and if they believe they can make reasonable and warranted changes that make for a better work environment they explore such issues.

3. Teacher and Pupil personnel Certificate and Principal State Evaluation Report

Ms. Edginton presented the Directors with detailed information regarding the annual evaluation report that the school submits to the state each year. She detailed the school's evaluation process and policy details, the rubric that has to be done to evaluate teachers and addressed the time that this entire process takes under the rubric for each teacher. She addressed Administrative Training to conduct evaluations and the ongoing training that administrators have to take to remain in a position where they are allowed to conduct employee evaluations.

She addressed both the professional performance and student growth measurement components of the evaluation rubric.

4. SY 2018-19 Math Challenge Funding, request Withdrawn

Ms. Edginton addressed the status of this program and the Administrative request pending from the last meeting for funding of the awards for this program out of the school's scholarship funds.

Ms. Edginton indicated that the Administration is going to withdraw its funding request to the Board and further indicated that the formal program will not be moving forward for next school year.

She indicated that they have crunched the numbers with regard to student participation and delved a bit into the issue as to why participation was lower than expected. Simply put the participation numbers are not what the school

wishes them to be and due to the vigor and time constraints of the school's underlying program as it currently exists, she does not see the participation rates significantly increasing to the extent to warrant the time and expense associated with this additional program.

Directors and the Administration both expressed that they greatly liked the idea of the program. However, the Administration did indicate that the math programs that they are doing are free to open access for any student who wishes to participate. She believes that the K12 school format will have a direct link from its platform to the Khan Academy programs.

5. ISBA Summer Leadership Institute

Discussion was led by Director Krein regarding the ISBA Summer Leadership Institute which is scheduled for various times and dates around the state this summer. The Boise event is scheduled for July 18th, the day after the school's Annual Meeting in Boise. This might be a good opportunity for the Directors to attend a significant training event together.

Discussion was held as to interest in attending. Mr. Groshong will be following up with the Directors not in attendance to ascertain their interest in attending the Boise session or if they would like to attend at a different location on a different date convenient to their individual calendar.

6. July Annual Meeting Update

Ms. Groshong provided the Directors with current information as to the Annual Meeting schedule. The Administrator Hosted Dinner will be held on the evening of the 16th of July, with the Annual Board Meeting to be held the following day. The schedule will be the same as last year's meeting schedule. The Directors will be in receipt of an email indicating their individual travel and lodging information as well as additional detail as to the time and location of dinner.

7. Email Address reminder

Mr. Groshong provided the Directors with a reminder of the new existence of these email addresses. For the last few communications he has been sharing information through both the personal and school email addresses for the Directors. He will be doing the same for information associated with the Annual Meeting. However, thereafter, the school email address will be used as the primary point of contact for information.

VI. EXECUTIVE SESSION:

Motion was made by Director Sankovich to enter into executive session at approximately 8:28 pursuant to section 74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent wherein the respective qualities of the individuals to be evaluated in order to fill a particular vacancy or need.

Motion seconded by Director Krein.

Roll call vote with all three Directors present voting in the affirmative to enter into executive session.

Executive session was held for the identified statutory purpose.

The Directors exited Executive session at 8:44 P.M. upon the motion of Director Krein, seconded by Director Sankovich and passed by unanimous vote.

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

Motion was made by Director Krein to appoint Ms. Shaver to the school's Board of Directors, Position 2, to fill the end of term vacancy that will be created by Director Sankovich leaving the Board, with such position to commence in July of 2018.

Motion seconded by Director Sankovich.

Motion approved with unanimous consent.

Motion was made by Director Krein to re-appoint Director Thompson as a Director for the Board, filling position 6 for a new term.

Motion seconded by Director Sankovich.

Motion approved with unanimous consent.

VIII. ADJOURN

At 8:46 p.m. Motion was made by Director Krein to adjourn the meeting.

Motion seconded by Director Sankovic, approved by unanimous vote.

Submitted this day, June 19, 2018 by:

Mike Groshong
Board Clerk